

**CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
AGENDA
December 2, 2025 @ 6:30 P.M.
City Hall Board Room
No Work Session**

1. ROLL CALL:

2. INVOCATION:

3. PLEDGE TO THE FLAG

4. APPROVAL OF AGENDA

5. MINUTES

- 11-4-25 BOMA Meeting Minutes; 11-19-25 BOMA Special Call Meeting Minutes

6. COMMENTS FROM CITIZENS

7. COMMENTS FROM MAYOR

8. COMMITTEE AND COMMISSION REPORTS

- *Safety *Finance *Street *Water & Sewer *Recreation *Tourism *Planning & Zoning
- *Historic Zoning

9. RESOLUTIONS AND ORDINANCES

Resolutions:

- a) A resolution approving a contract with M R Systems, at a total cost of Thirty-Nine Thousand, Eight Hundred and Forty and 00/100 Dollars (\$39,840.00) to provide a SCADA hardware and software upgrade to the Water and Sewer Department; sponsored by Alderman Crosslin.
- b) A resolution adopting a Cybersecurity Policy and a Policy for Employee Technology Resources usage; sponsored by Alderman Crosslin
- c) A resolution approving contract with Reed and Shows Meters Solutions, at a total cost of Thirty-Seven Thousand, Nine Hundred and Twenty-Five and 00/100 Dollars (\$37,925.00) o provide meters and repairs to the Water and Sewer Department; sponsored by Alderman Crosslin.
- d) A resolution to authorize the expenditure of up to Sixty-Two Thousand One Hundred and 00/100 Dollars (\$62,100.00) for an employee wellness and assistance program; sponsored by Alderman Crosslin.
- e) A resolution authorizing the purchase of MSA G-1 Breathing Apparatuses and miscellaneous equipment at the total price of One Hundred and Three Thousand and Twenty-Five and 00/100 Dollars (\$103,025.00) for use of the Fire Department of the City of Manchester; sponsored by Alderman Parsley.
- f) A resolution to authorize an application for a Tennessee Department of Agriculture EPA Clean Water Grant; sponsored by Mayor Hobbs.

Ordinances:

- a) 2nd reading of an ordinance to add Manchester Municipal Code 1-110, relative to creation and membership of the Policies and Procedures Committee; sponsored by Alderman Crosslin.
- b) 2nd reading of an ordinance to amend Manchester Municipal Code 2-502 relative to Water and Sewer Commission membership; sponsored by Mayor Hobbs.
- c) 2nd reading of an ordinance amending the Budget Ordinance for Fiscal Year 2025-2026, Ordinance No. 1743; sponsored by Alderman Crosslin.
- d) 2nd reading of an ordinance rezoning property owned by the Charles Porter Walker Family Trust on Woodbury Hwy., from R-3 to C-3; sponsored by Vice Mayor Messick.

- e) 2nd reading of an ordinance rezoning property owned by Kenneth Swack on 207 Rose St., from R-3 to R-4; sponsored by Vice Mayor Messick
- f) 2nd reading of an ordinance rezoning property owned by Marcelo Aguilar on 504 S. Spring St., from R-3 to R-4; sponsored by Vice Mayor Messick.
- g) 2nd reading of an ordinance rezoning property owned by David Lewis ET. UX. On Hendrixson Dr., from R-3 to C-3; sponsored by Vice Mayor Messick.
- h) 2nd reading of an ordinance amending the Physical Development Plan of the City of Manchester applicable to property on the Old Tullahoma Hwy (Tax Map 086 parcels 026.00 & 027.00); sponsored by Vice Mayor Messick.
- i) 1st reading of an ordinance amending the Physical Development Plan of the City of Manchester applicable to property on Oakdale Street (Tax Map 086 Parcel 020.00); sponsored by Vice Mayor Messick.
- j) 1st reading of an ordinance to amend Manchester Municipal Code 2-301 ET. SEQ., to create a Department of Tourism and Advisory Board; sponsored by Mayor Hobbs.

11. OLD BUSINESS

12. NEW BUSINESS

- Evidence Custodian Job Description
- MWSD Water Billing Customer Service Coordinator Job Description
- Recreation Administrative Coordinator Job Description
- Parks Ground Keeper Job Description

13. ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN

14. ADJOURNMENT: Beer Board to follow

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LIVE STREAMING <https://www.youtube.com/@CityOfManchesterTennessee>

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
Meeting Minutes
November 4th, 2025, @ 6:30 pm
City Hall Board Room

The Board of Mayor and Aldermen met in regular session at 6:30 p.m. in the Board Room at Manchester City Hall. The meeting was presided over by Mayor Hobbs. Present for the meeting were Mayor Hobbs, City Attorney Johnson, Vice Mayor Messick, Alderman French, Alderman Parsley, Alderman Crosslin, Alderman Threet, Executive Administrative Assistant Keele, Finance Senior Accountant Weber, MWSD Interim Director Foley, Parks/Rec. Director Fox, I.S. Technician Cody Rogers, MPD Assistant Chief Floied, MFD Chief Chambers, MFD Deputy Chief Roger Chambers, City Engineer Adam Carter, and Community Development & Zoning Director Brittany Fiske. Meeting opened with a prayer by Minister Bunting, and the pledge to the flag was spoken in unison. Vice Mayor Hobbs called the meeting to order.

ROLL CALL:

Absent was Alderman Anderson

MOTION TO APPROVE AGENDA: Alderman French made a motion to remove ordinance c and seconded by Vice Mayor Messick. Mayor Hobbs called for the roll and the motion passed 5-0.

APPROVAL OF MINUTES: Alderman French made a motion to approve the 10-7-25 BOMA Meeting Minutes & 10-16-25 BOMA Special Call Meeting Minutes. Alderman Crosslin seconded the motion. The motion passed 5-0.

CORRESPONDENCE: none

COMMENTS FROM CITIZENS: none

COMMENTS FROM MAYOR: Mayor Hobbs stated there will be a Special Call BOMA meeting on 11-19-25 at 5:30 pm.

Safety Committee- Chief Chambers discussed the MFD Oct. report. Assistant Police Chief Floied discussed the MPD Oct. report. Director Fiske discussed the departmental safety report. Next Safety meeting will be 11-10-25.

Finance Committee- Senior Accountant Weber discussed the Oct. Finance Committee meeting. Next meeting 11-18-25

Street Committee-Director Gannon discussed the department report for October, and next meeting will be 11-13-25.

Water /Sewer Commission- Interim Director Foley discussed the MWSD Oct. report. Next MWSD meeting will be 11-6-25 at 6 pm.

Recreation Commission- Director Fox discussed the Parks & Rec Dept. events in Oct. and upcoming events in Nov. Next meeting will be 11-12-25.

Tourism- nothing to report.

Planning & Zoning Commission- Director Fiske discussed the upcoming Planning and Zoning meeting. Next meeting will be 11-17-25.

Historic Zoning Commission-Director Fiske stated the Nov. meeting had been cancelled.

RESOLUTIONS & ORDINANCES

Resolutions:

- a) A resolution approving a contract with Dukes Root Control, Inc., in the amount not to exceed, One Million Three Hundred and Seven Thousand Six Hundred and Forty and 29/100 Dollars (\$1,307,640.29) for Sewer Inspection, Cleaning, and other services; sponsored by Alderman Crosslin. Vice Mayor Messick made a motion to approve and seconded by Alderman French. Mayor Hobbs opened the floor to discussion. The roll was called and the resolution passed 5-0.

- b) A resolution authorizing a contract to purchase one (1) used 2015 Mack Front Loader Truck at a total cost not to exceed One Hundred Thousand and 00/100 Dollars (\$100,000.00), for use by the Street Dept.; sponsored by Vice Mayor Messick. Alderman Crosslin made a motion to approve and seconded by Alderman French. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 5-0.
- c) A resolution approving a contract with Nedrow and Associates, Inc., at a total cost of Sixty-Three Thousand, Seven Hundred and Forty-Five and 00/100 Dollars (\$63,745.00) to provide Flygt pumps and parts to the Water and Sewer Department; sponsored by Alderman Crosslin. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 5-0.
- d) A resolution approving a contract with Nuvonic, at a total cost of Thirty-Eight Thousand, One Hundred and Eighty-Five and 54/100 Dollars (\$38,185.54) to provide Berson parts to the Water and Sewer Department; sponsored by Alderman Crosslin. Alderman French made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 5-0.

Ordinances:

- a) 1st reading of an ordinance to add Manchester Municipal Code 1-110, relative to creation and membership of the Policies and Procedures Committee; sponsored by Alderman Crosslin. Vice Mayor Messick made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0.
- b) 1st reading of an ordinance to amend Manchester Municipal Code 2-502 relative to Water and Sewer Commission membership; sponsored by Mayor Hobbs. Vice Mayor Messick made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0.
- c) 1st reading of an ordinance amending the Budget Ordinance for Fiscal Year 2025-2026, Ordinance No. 1743; sponsored by Alderman Crosslin. Removed from agenda under approval of agenda.
- d) 1st reading of an ordinance rezoning property owned by the Charles Porter Walker Family Trust on Woodbury Hwy., from R-3 to C-3; sponsored by Vice Mayor Messick. Alderman Crosslin made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0.
- e) 1st reading of an ordinance rezoning property owned by Kenneth Swack on 207 Rose St., from R-3 to R-4; sponsored by Vice Mayor Messick Alderman Crosslin made a motion to approve and seconded by Alderman French. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0.
- f) 1st reading of an ordinance rezoning property owned by Marcelo Aguilar on 504 S. Spring St., from R-3 to R-4; sponsored by Vice Mayor Messick. Alderman Crosslin made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0.
- g) 1st reading of an ordinance rezoning property owned by David Lewis ET. UX. On Hendrixson Dr., from R-3 to C-3; sponsored by Vice Mayor Messick. Alderman Crosslin made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0.
- h) 1st reading of an ordinance amending the Physical Development Plan of the City of Manchester applicable to property on the Old Tullahoma Hwy (Tax Map 086 parcels 026.00 & 027.00); sponsored by Vice Mayor Messick. Vice Mayor Messick made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and called for the roll. The ordinance passed 1st reading 5-0.

OLD BUSINESS- none

NEW BUSINESS

- Janitorial Job Description- Alderman Crosslin made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs called for the roll. The job description passed 5-0.
- Purchasing Agent Job Description- Alderman Crosslin made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs called for the roll and the motion passed 5-0.

- MWSD Job Descriptions (CCTV Operator, DC Tech Trainee-Tech II, Waste Water Treatment Plant Operator)- Alderman Crosslin made a motion to pass the three job descriptions for the MWSD and seconded by Alderman Parsley. Mayor Hobbs called for the roll and the motion passed 5-0.

COMMENTS FROM BOMA: Vice Mayor Messick discussed Safe on the Square. Mayor Hobbs thanked everyone that participated and helped with Safe on the Square.

ADJOURNMENT:

- Being no further business to discuss, Mayor Hobbs asked for a motion to adjourn and Alderman French made the motion. The motion was seconded by Alderman Crosslin. The motion to adjourn was passed 5-0. The meeting adjourned at 7:06 p.m.

SIGNATURES:

Mayor Joey Hobbs

Executive Administrative Assistant Keele

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMAN
SPECIAL CALL BOARD MEETING Minutes
Manchester City Hall Board Room
November 19, 2025
5:30 P.M.

CALL THE MEETING TO ORDER:

Pursuant to a call by Mayor Hobbs, there will be a Special Called Board of Mayor and Alderman Board Meeting on Wednesday, November 19, 2025, at 5:30 p.m. The meeting was called to order by Mayor Hobbs. City Attorney Johnson read the call sheet and the agenda. Present for the meeting were Mayor Hobbs, Alderman Anderson, Vice Mayor Messick, Alderman Crosslin, Alderman Threet, Alderman Parsley, Alderman French, Assistant Police Chief Floied, I.T. Cody Rogers, Executive Administrative Assistant Keele, City Attorney Johnson, Dr. Joey Vaughn, School Finance Director Beverly Myers, School Board Members Susan Parsley and Dr. Prater Powell.

ROLL CALL: all present

COMMENTS FROM CITIZENS none

ORDINANCE

Ordinance:

- a) 1st reading of an ordinance amending the Budget Ordinance for Fiscal Year 2025-2026, Ordinance No. 1743; sponsored by Alderman Crosslin. Alderman French made a motion to approve and seconded by Alderman Anderson. Mayor Hobbs opened the floor to discussion. Following discussion Mayor Hobbs called for the roll and the ordinance passed 1st reading 6-0.

ADJOURNMENT: Alderman French made a motion to adjourn and seconded by Vice Mayor Messick. The motion passed 6-0.

SIGNATURES:

Mayor Joey Hobbs

Executive Administrative Assistant Keele

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONTRACT WITH M R SYSTEMS, AT A TOTAL COST OF THIRTY-NINE THOUSAND, EIGHT HUNDRED AND FORTY AND 00/100 DOLLARS (\$39,840.00) TO PROVIDE A SCADA HARDWARE AND SOFTWARE UPGRADE TO THE WATER AND SEWER DEPARTMENT

WHEREAS the City of Manchester is planning for and undergoing water and sewer system maintenance, rehabilitation and upgrades; and

WHEREAS the City of Manchester needs the services of M R Systems to provide SCADA hardware and software upgrades which are the only compatible upgrades for use within the City's water and sewer system; and

WHEREAS the Manchester Water and Sewer Director has made an exhaustive search for a company to timely provide this equipment and service and has been unable to find another company with the same equipment, and

WHEREAS MR systems has offered to provide these upgrades for a total not to exceed Thirty-Nine Thousand Eight Hundred and Forty and 00/100 Dollars (\$39,840.00), and

WHEREAS at the recommendation of the MWSD Director and with the opinion of the City Attorney, the Board of Mayor and Aldermen feel that this arrangement is the "sole source" for this hardware and software and is the best value for the City and is in its best interest; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract with M R Systems to provide these hardware and software upgrades, for a total not to exceed Thirty Nine Thousand Eight Hundred and Forty and 00/100 Dollars (\$39,840.00), The Mayor and the Finance Director are hereby authorized to execute the documents to attain this equipment and services.

Resolved this _____ day of _____ 2025.

Mayor Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A CYBERSECURITY POLICY AND A POLICY FOR
EMPLOYEE TECHNOLOGY RESOURCES USAGE**

WHEREAS the City of Manchester employees and others periodically use technology resources in the pursuit of city business and interests; and

WHEREAS it is the established policy of the City of Manchester to provide, managed and secured technology resources to approved users of its network; and

WHEREAS the Cybersecurity Policy and a Policy for Employee Technology Resource Usage attached as Exhibits “A” and “B” respectively, have been developed to safeguard and protect all such technology resources.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the policies attached as Exhibit “A” and “B” are adopted as the Cybersecurity Policy and the Policy for Employee Technology Resource Usage of the City of Manchester, Tennessee.

Resolved this _____ day of December 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director



CYBERSECURITY POLICY AND PROCEDURES

1. Purpose

The purpose of this policy is to establish the City's guidelines for computer security and the protection of an organization's networks and its content or knowledge base, and to minimize the risk of internal and external cyber threats.

2. Scope

This policy applies to all City elected officials, employees, contractors, consultants, and others specifically authorized to access information and associated assets owned, operated, controlled, or managed by the City of Manchester.

3. Policy

The City of Manchester is committed to building a strong cybersecurity program to support, maintain, and secure critical infrastructure and data systems. In order to achieve this, the City will identify, evaluate, and take steps to avoid or mitigate risk to the City's information assets and prevent unauthorized digital or physical access, damage, theft, compromise, or interference to the City's information systems and facilities. These steps include implementing and operating controls to manage the City's information security risks and ensuring that all users of information assets are aware of their responsibilities in protecting those assets while complying with all applicable federal, state, or other regulations.

4. Responsibilities

Roles and responsibilities must be separated so that a single individual, account, or function cannot intentionally or unintentionally subvert a critical process. Controls must also be put in place so that no single person can access, modify, or use assets without authorization or detection. Achieving and maintaining cybersecurity is a shared responsibility.

Information Technology Manager will ensure that a written Cybersecurity Policy is implemented, reviewed and updated on a periodic basis; including providing training and updates to City staff; confirm identification, acquisition, and implementation of information system software and hardware; identify locations where Personally Identifiable Information (PII) is stored and accessible; provide input for who should have access to PII and with what types of privileges or access rights, performing periodic classification assessments and ensuring regular reviews to update and manage changes to risk; assess system vulnerabilities and implement security tools and safeguards for protecting PII; ensure implementation, enforcement, and effectiveness of IT Security policies and procedures; plan, execute, and lead security audits across the City; facilitate an understanding and awareness that security requires participation and support at all organizational levels; and oversee daily activities and use of information systems to ensure employees, business partners, and contractors adhere to these policies and procedures.

Under the direction of the IT Manager, the Information Technology Administrator will help implement and enforce the items outlined in this policy. They will manage logs and events of all systems, utilizing a SIEM (Security Information and Event Management) system, and conducting periodic reviews to ensure our cybersecurity.

All users, including employees, elected officials, contractors, must comply with all aspects of this policy. Users are responsible for the acceptable use and security of infrastructure and data.

5. Standards

5.1 Asset Management

An inventory of all approved hardware and software on the City network and systems will be maintained that documents the following:

- The employee in possession of the hardware or software
- Date of purchase
- Serial number
- Type of device and description
- For licensed software: # of licenses, license renewal date(s), other restrictions, etc.

5.2 Personally Identifiable Information (PII)

An inventory of all current PII information by type and location will be maintained. The following table will be used to inventory PII.

Location	PII by type	Essential	Location	Owner
Website				
Contractors				
File in a staff office				
File in building				
File offsite				
Desktop				
HR System				
Financial System				
Laptop				
Flash drive				
Cell phones				
Tablets				
Other				

With the exception of the Police Department who have their own records retention policy, each manager will determine if PII being collected by their department is essential. If PII is not essential, it will either not be collected, or (if collected) will be destroyed per Tennessee records retention schedule and as approved by the City Recorder per City policy and procedures. The City will not collect sensitive information, such as Social Security numbers if there is no legitimate business need.

The Tennessee Identity Theft Protection Act prohibits anyone (individual, private or public corporation, or business) who maintains Social Security numbers from:

- Printing a consumer's SSN on any mailed materials not requested by the consumer unless redacted
- Printing a consumer's SSN on a card used by the consumer that is required to access products or services
- Publicly posting or displaying a consumer's SSN, such as on a website

Exceptions include requirements by state or federal laws, including statute records (such as W2s, W4s, 1099s, etc.) that are required by law to be made available to the public for use for internal verification or administrative processes, or for enforcing a judgment or court order.

5.3 Identity Management, Authentication and Access Control

Information Technology Manager is responsible for ensuring that access to the City's systems and data is appropriately controlled. All systems housing City data (including laptops, desktops, tablets, and cell phones) are required to be protected with a password or other form of authentication. Except for the instances noted in this policy, users with access to the City systems and data shall not share passwords with anyone.

The City has established the following password configuration requirements for all systems and applications (where applicable):

- Minimum password length: 8 characters
- Password complexity: use a passphrase rather than a password
- Prohibited reuse for six (6) iterations
- Changed periodically (every 180 days)
- Invalid login attempts set to lock after three

Employees are encouraged to follow further safeguards such as:

- Not allowing PII on mobile storage media
- Utilizing Locking file cabinets
- Not allowing PII left on desktops
- Encrypting sensitive files on computers
- Requiring password protection
- Enabling multi-factor authentication
- Following the record retention plan and destroying records no longer required

Where possible, multi-factor authentication will be used when users authenticate to the City's systems.

- Users are granted access only to the system data and functionality necessary for their job responsibilities.
- Privileged and administrative access is limited to authorized users who require escalated access for their job responsibilities and where possible will have two accounts: one for administrator functions and a standard account for day to day activities.
- All user access requests must be approved by the Information Technology Manager.
- Information Technology Manager shall make sure all system access is removed of all users who separate from the City within 48 hours.

On an annual basis, a review of user access will be conducted by the departments under the direction of the Information Technology Manager to confirm compliance with the access control policies outlined above.

5.4 Awareness and Training

City staff are required to complete City assigned security training:

1. Upon hire and within 30 days of receiving login credentials

2. Annually

On an annual basis, the IT Manager will conduct email phishing exercises of its users. The purpose of these tests is to help educate users on common phishing scenarios. It will assess the level of awareness and comprehension of phishing, understanding, and compliance with policy around safe handling of emails containing links and/or attachments, and the ability to recognize a questionable or fraudulent message.

5.5 Data Security

5.5.1 Data Classification

Users must adhere to the Records Retention Policy regarding the storage and destruction of data. Data residing on City's systems must be continually evaluated and classified into the following categories:

- **Users' Personal Use:** Includes individual user's personal data, emails, documents, etc. This policy does not apply to a user's personal information.
- **Marketing or Informational Material:** Includes already-released marketing material, commonly known information, data freely available to the public, etc. and this policy does not apply.
- **Operational:** Includes data for basic organizational operations, communications with vendors, employees, etc. (non-confidential). The majority of data will fall into this category.
- **Confidential:** Any information deemed confidential. The following list provides guidelines on what type of information is typically considered confidential. Confidential data may include:
 - Employee or customer Social Security numbers or personally identifiable information (PII)
 - Personnel files
 - Protected Health Information (PHI)
 - Network diagrams and security configurations
 - Privileged communications regarding legal matters
 - Passwords/passphrases
 - Bank account information and routing numbers
 - Payroll information
 - Credit card information
 - Any confidential data held for a third party (be sure to adhere to any confidential data agreement covering such information)

5.5.2 Data Storage

The following guidelines apply to storage of the different types of organizational data.

- **Operational:** Operational data should be stored on a server that gets the most frequent backups. Some type of system- or disk-level redundancy is encouraged.
- **Confidential:** Confidential information must be removed from desks, computer screens, and common areas unless it is currently in use. Confidential information should be stored under lock and key (or keycard/keypad), with the key, keycard or code secured.

5.5.3 Data Transmission

The following guidelines apply to the transmission of the different types of organizational data.

- **Confidential:** Confidential data shall not be 1) Transmitted outside the City's network without the use of strong encryption 2) Left on voicemail systems, either inside or outside the organization's network. 3) Transmitted via email, outside of the organization's network.

Data while transmitted, includes any data sent across the City's network or any data sent to or from a City-owned or City-provided system. Types of transmitted data that shall be encrypted include:

- VPN tunnels
- Remote access sessions
- Web applications
- Email and email attachments
- Remote desktop access
- Communications with applications/databases

5.5.4 Data Destruction

Employees must follow State's and City's records retention policy and procedures before destroying any data.

- **Confidential:** Confidential data must be destroyed in a manner that makes recovery of the information impossible. The following guidelines apply to data located on City-owned or City-provided systems, devices, media, etc.:

- Storage media (CD's, DVD's): Physical destruction is required, some shredders may be able to perform this function.
- Hard drives/systems/mobile storage media: At a minimum, DoD three (3) pass data wiping must be used. Simply reformatting a drive does not make the data unrecoverable. If wiping is used, the City shall use the most secure commercially-available methods for data wiping. Alternatively, the City may physically destroy the storage media.

5.5.5 Data Storage

Stored Data includes any data located on City-owned or City-provided systems, devices, media, etc.

Examples of encryption options for stored data include:

- Whole disk encryption
- Encryption of partitions/files
- Encryption of disk drives
- Encryption of personal storage media/USB drives
- Encryption of backups
- Encryption of data generated by applications

6. Information Protection Processes and Procedures

6.1 Secure Software Development

Where applicable, all software development activities performed by City or by vendors on behalf of the organization shall employ secure coding practices including those outlined below.

A minimum of 2 software environments for the development of software systems should be available – development/training and a production environment. Software developers or programmers are required to develop in the development/training environment and promote objects into the production environments. The development/training environment is used for assurance testing by the end-user and the developer. The production environment should be used solely by the end-user for production data and applications. Compiling objects and the source code is not allowed in the production environment.

6.2 Contingency Planning

The City's business contingency capability is based upon cloud and local backups of all critical business data. This critical data is defined as "the data that is critical to successful organization operation". Full data backups will be performed on a daily basis. Confirmation that backups were performed successfully will be conducted daily. Testing of cloud backups and restoration capability will be performed on a monthly basis.

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the Information Technology Manager.

The following are some examples of possible business contingency scenario procedures:

- In the event that one or more of City's systems or applications are deemed corrupted or inaccessible, the Information Technology Manager will work with the respective vendor(s) to restore data from the most recent cloud and local backup and, if necessary, acquire replacement hardware.
- In the event that the location housing the City systems are no longer accessible, the Information Technology Manager will work with the respective vendor(s) to acquire any necessary replacement hardware and software, implement these at one of the City's other sites, and restore data from the most recent cloud, off-site, or local backup.

6.3 Network Infrastructure

The City will protect its electronic communications network from the Internet by utilizing a firewall. For maximum protection, the network devices shall meet the following configuration standards:

- Vendor recommended, and industry standard configurations will be used.
- Changes to firewall and router configuration will be approved by Information Technology Manager.
- Both router and firewall passwords shall be secured and difficult to guess.
- The default policy for the firewall for handling inbound traffic shall be to block all packets and connections unless the traffic type and connections have been specifically permitted.
- Inbound traffic containing ICMP (Internet Control Message Protocol) traffic shall not be passed in from the Internet, or from any un-trusted external network.
- All web services running on routers shall be disabled.
- Simple Network Management Protocol (SNMP) Community Strings shall be made (changed from the default "public") "private".

6.4 Network Servers

Servers typically accept connections from several sources, both internal and external. As a general rule, the more sources that connect to a system, the more risk associated with that system, so it is particularly important to secure network servers.

- Unnecessary files, services, and ports shall be removed or blocked. If possible, a server-hardening guide, which is available from the leading operating system manufacturers, shall be followed.
- Network servers, even those meant to accept public connections, shall be protected by a firewall or access control list.
- When possible, a standard installation process shall be developed for the City's network servers. A standard process will provide consistency across servers no matter which employee or contractor handles the installation.
- Clocks on network servers shall be synchronized with the City's other networking hardware using NTP or another means. Among other benefits, this will aid in problem resolution and security incident investigation.

6.5 Network Segmentation

Network segmentation is used to limit access to data within the City network based upon data sensitivity. The City maintains two wireless networks. The *guest/public* wireless network will grant the user internet access only. Access to the *secure* wireless network is limited to the City staff and devices, and provides the user access to the intranet.

Under the direction of the Information Technology Manager, a third-party network administrator manages the network user accounts, monitors firewall logs, and operating system event logs. The Information Technology Manager authorizes vendor access to the system components as required for maintenance.

7. Protective Technology

7.1 Email Filtering

The City shall filter email, at a minimum of, the Internet gateway and/or the mail server. This filtering will help reduce spam, viruses, or other messages that may be deemed either contrary to this policy or a potential risk to the City's IT security.

Additionally, email or anti-malware programs may be implemented to identify and quarantine emails that are deemed suspicious.

7.2 Internet Filtering

The IT Department shall block access to internet websites and protocols that are deemed inappropriate or pose a security risk. Some examples of blocked categories are adult/sexually explicit material, advertisements, hacking, violence and hate content.

7.3 Network Vulnerability Assessments

On a quarterly basis, the IT Department will perform both internal and external network vulnerability assessments. The purpose of these assessments is to establish a comprehensive view of the organization's network as it appears internally and externally. These evaluations will be conducted under the direction of Information Technology Manager to identify weaknesses with the network configuration that could allow unauthorized and/or unsuspected access to the organization's data and systems.

In addition, annual penetration testing will be run to identify weaknesses or vulnerabilities that will need to be addressed.

8. Anomalies and Events

The following logging activities are conducted by IT System Administrator under the direction of Information Technology Manager:

- Domain Controllers - Active Directory event logs will be configured to log the following security events: account creation, escalation of privileges, login failures, and excessive repeated login attempts.
- Application Servers - Logs from application servers (e.g., web, email, database servers) will be configured to log the following events: errors, faults, login failures, and excessive repeated login attempts.
- Network Devices - Logs from network devices (e.g., firewalls, network switches, routers) will be configured to log the following events: errors, faults, login failures, and excessive repeated login attempts.

Passwords should not be contained in logs.

Logs of the above events will be reviewed by the IT System Administrator, utilizing a SIEM (Security Information and Event Management), at least once per month. Event logs will be configured to maintain record of the above events for at least three months.

9. Security Continuous Monitoring

9.1 Anti-Malware Tools

All City servers and workstations shall utilize endpoint protection software to protect systems from malware and viruses. Real-time scanning will be enabled on all systems and weekly malware scans will be performed. A monthly review of the endpoint protection software

dashboard will be conducted by IT System Administrator to confirm the status of virus definition updates and scans.

9.2 Patch management

All software updates and patches will be distributed to all City systems as follows:

- Workstations shall be configured to install software updates every night automatically.
- Server software updates shall be manually installed at least quarterly.
- Any exceptions shall be documented.

10. Response Planning

The City's annual security awareness training shall include direction and guidance for the types of security incidents users could encounter, what actions to take when an incident is suspected, and who is responsible for responding to an incident. A security incident, as it relates to the City's information assets, can be defined as either an Electronic or Physical Incident.

Information Technology Manager is responsible for coordinating all activities during a significant incident, including notification and communication activities and the chain of escalation and deciding if/when outside agencies, need to be contacted.

10.1 Electronic Incidents

This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes to a virus outbreak or a suspected Trojan or malware infection. When an electronic incident is suspected, the steps below should be taken in order.

1. Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
2. Report the incident to the IT System Administrator or Information Technology Manager.
3. Contact the third-party service provider (and/or computer forensic specialist) as needed.

The remaining steps should be conducted with the assistance of the third-party IT service provider and/or computer forensics specialist.

4. Disable the compromised account(s) as appropriate.
5. Backup all data and logs on the machine, or copy/image the machine to another system.
6. Determine exactly what happened and the scope of the incident.
7. Determine how the attacker gained access and disable it.

8. Rebuild the system, including a complete operating system reinstall.
9. Restore any needed data from the last known good backup and put the system back online.
10. Take actions, as possible, to ensure that the vulnerability will not reappear.
11. Conduct a post-incident evaluation. What can be learned? What could be done differently?

10.2 Physical Incidents

A physical IT security incident involves the loss or theft of a laptop, mobile device, PDA/Smartphone, portable storage device, or other digital apparatus that may contain City's information. All instances of a suspected physical security incident should be reported immediately to the IT System Administrator or Information Technology Manager.

10.3 Notification

If an electronic or physical security incident is suspected of having resulted in the loss of, or unauthorized access to employee PPI or third-party/customer data, notify the City Attorney's office for direction on procedures for notification of the public or affected entities as well as necessary government agencies.

11. Recovery & Restoration

Recovery processes and procedures shall be executed and maintained to ensure timely restoration of systems and/or assets affected by cybersecurity events.

Information Technology Manager is responsible for managing and directing activities during an incident, including the recovery steps.

Recovery planning and processes are improved by incorporating lessons learned into future activities.

Restoration activities are coordinated with internal and external parties, such as coordinating centers, Internet service providers, owners of the affected systems, victims, and vendors.

External communications should only be handled by designated individuals at the direction of the City Administrator. Recovery activities are communicated to internal stakeholders, executives, and management teams.

12. Contact Information

12.1 Cybersecurity Incident Response Team (CIRT)

In the event of a cybersecurity incident, the Information Systems (IS) Manager will be the security lead and contacted first if a cybersecurity incident occurs.

POINT OF CONTACT	ROLE DESCRIPTION	PHONE/CELL	EMAIL
Erica Scott	IS Manager – Security Lead	931-581-1207	escott@cityofmanchestertn.gov
Mayor Joey Hobbs	City Of Manchester Mayor	931-273-3402	mayor@cityofmanchestertn.gov
Anthony Burrows	Finance Manager	931-461-3517	aburrows@cityofmanchestertn.gov
Adam Floied	Manchester Police Chief	931-728-2099	afloied@cityofmanchestertn.gov
Tina Warren	Human Resources	931-728-4652 ext., 1101	twarren@cityofmanchestertn.com
Micah Lawrence	Ben Lomand – Managed IT Supervisor	931-224-6219	micahy2k@benlomand.org
Cody Rogers	City Of Manchester – IT Support for Business Network	931-409-1122	crogers@cityofmanchestertn.gov
Attorney Craig Johnson	Legal Counsel	931-728-2847	lcjjudge@aol.com

12.2 Other Important Contact/Vendors

CONTACT INFORMATION	PHONE NUMBER	EMAIL/WEBSITE
Cyber Liability Insurance Broker – NGU Risk Management	615-822-5454 877-822-6161	NGU Risk Management info@ngutn.com
Coffee County Sheriff's Office	931-728-3591	https://www.coffeecountytn.gov/189/Sheriff
TN Department of Safety & Homeland Security (TNDHS)	615-545-0107	James.Cotter@tn.gov
Tennessee Emergency Management Agency (TEMA) 24/7	615-741-0001	tema.swp@tn.gov
DHS Cybersecurity and Infrastructure Security Agency (CISA)	888-282-0870	https://www.cisa.gov/report-central@cisa.dhs.gov
Tennessee Bureau of Investigation (TBI)	615-744-4000	https://www.tn.gov/tbi.html
The Federal Bureau of Investigation (FBI) Field Office Coffee County 911	MPD – 931-728-2891 CCSO – 931-728-9555	Internet Crime Complaint Center (IC3) https://www.coffeecountytn.gov/149/911-Communication-Center
Tennessee Fusion Center (TFC)	877-250-2333	https://www.tn.gov/tbi/law-enforcement-resources/tennessee-fusion-center.html
U.S. Environmental Protection Agency (EPA)	800-424-8802	https://www.epa.gov/
Tennessee, Department of Environment and Conservation (TDEC)	1-888-891-8332	https://www.tn.gov/environment
Tyler Technologies Disaster Recovery Team	800-772-2260 ext. 5208	tdrs@tylertech.com
Tyler Technologies Incode Software Support/Help Desk	800-646-2633	
ETS Credit Card Support	800-834-7790	info@emoney.com
Manchester Times (Newspaper)	931-728-7577	https://www.manchestertimes.com/
Thunder 1320 Radio	931-728-1320	https://thunder1320.com/
The Rooster 101.5 FM Radio	931-393-3500	https://www.rooster1015.com/
Channel 2 WKRN	615-248-7222	https://www.wkrn.com/
Channel 4 WSMV	615-749-2244	https://www.wsmv.com/
Channel 5 WTVF	615-244-5000	https://www.newschannel5.com/

13. References

Tennessee Administrative Rules Chapter 166, Division 200 City general records retention schedule Tennessee Revised Code [Chapter 192 Records, public reports and meetings](#) Tennessee Identity Theft Protection Act, ORS [646A.600 – 628](#). ORS [646A.622 \(d\)](#) City of Manchester HR Rules City of Manchester Use of City Information Technology Policy & Procedures City of Manchester Social Media Policy and Procedures

14. Review of Policy and Procedures

This policy will be reviewed annually or as state and federal regulations are revised and necessitate a change in the policy or procedures.

Adopted: November 2025

Appendix B – Confidentiality and Non-Disclosure Agreement

This Confidentiality and Nondisclosure Agreement (the "Agreement") is entered into by and between **City of Manchester** ("Disclosing Party") and _____ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. Examples of Confidential Information include the following:
 - Employee or customer Social Security numbers or personal information
 - Customer data
 - Entity financial data
 - Product and/or service plans, details, and schematics,
 - Network diagrams and security configurations
 - Communications about entity legal matters
 - Passwords
 - Bank account information and routing numbers
 - Payroll information
 - Credit card information
 - Any confidential data held for a third party

2. Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.

3. Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions that are at least as protective as those in this Agreement. Receiving Party shall not, without the prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and

other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a confidential or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.
5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venture or employee of the other party for any purpose.
6. Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.
7. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
8. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.

Disclosing Party

By: _____

Printed Name: _____

Title: _____

Dated: _____

Receiving Party

By: _____

Printed Name: _____

Title: _____

Dated: _____



TECHNOLOGY RESOURCES USAGE POLICY AND WORK RULES

Purpose

This policy is designed to establish general standards and responsibilities for the acceptable use of City technology resources, which are provided to promote and enhance City services to the public. This policy applies to all users of City Technology resources regardless of employment status. The overall purpose of this policy is to safeguard and protect all such technology resources from anything other than authorized, intended and lawful uses.

Policy

It is the policy of the City to provide managed, secured technology resources to approved users of the network and systems, for purposes which are safe, legal, ethical, and in support of the City's vision and mission; and, which are in compliance with all other City policies and work rules. The main points are:

- The City provides network, communications systems, equipment and devices ("technology resources") to carry out legitimate City business. By using the City's technology resources, an employee consents to disclosing the contents of any data files, information and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment or devices.
- There is no right to privacy in the use of City technology resources. By using the City's technology resources an employee consents to monitoring, and reviewing the use of those technology resources.
- Users of city technology resources are expected to act lawfully, ethically and professionally, and to exercise common sense. Actions that are embarrassing to explain to the public, City Administration, City Council or media should be avoided.
- Users who are granted access to critical data are responsible for its protection.
- Incidental use for personal needs is allowed as long as that activity does not interfere with City business or conflict with any City policy or work rule (see additional restrictions below).
- Use of technology in violation of this policy is subject to disciplinary action up to and including termination.

The following work rules apply to anyone accessing or using the City's technology resources for any reason:

Ownership of Data

The City owns all data stored on its network and systems (including e-mail, voicemail and internet usage logs) and reserves the right to inspect and monitor any and all such communications at any time. The City may conduct audits of employee accounts in order to ensure compliance with policies and requirements, to investigate suspicious activities that could be harmful to the organization, to assist departments in evaluating performance issues and concerns, and to identify productivity or related issues that need additional educational focus within the City. Internet and e-mail communications may be subject to public disclosure and the rules of discovery in the event of a lawsuit. The City's Internet connection and usage by individuals is subject to monitoring. There is no right to privacy in an employee's use of City technology resources.

Specific Prohibitions and Limitations:

Other prohibitions and restrictions of all uses of the City of Manchester technology resources includes but is not limited to the following:

- Conducting a private business
- Political campaigning
- Accessing sites which promote exclusivity, hatred, or positions which are contrary to the City's policy of embracing cultural diversity
- Accessing inappropriate sites including adult content, online gambling, and dating services;
- Accessing sites that promote illegal activity, copyright violation, or activity that violates the City's ethical standards
- Using the internet to obtain or disseminate language or material which would normally be prohibited in the workplace
- Using encryption technology that has not been approved for use by the City
- The use of personally owned technology for conducting City business, where official City records are created but not maintained by the City
- Making unauthorized general message distributions to all users (using the ALL Mail Group)
- Installing any software that has not been approved by the City
- Sharing or storing unlicensed software or audio/video files
- Using security exploit tools (hacking tools) to attempt to elevate user privileges or obtain unauthorized resources or accessing sites that distribute computer security exploits (hacking sites)
- Excessive use of social networking sites for personal use during business or working hours;
- Streaming media for entertainment, downloading large files, during work hours that could affect the network
- The use or installation of unauthorized Instant Messaging, e.g. AIM, Yahoo Instant Messenger, Meebo, IRC, etc.; links and attachments
- Using unauthorized Peer to Peer Networking, e.g. BitTorrent, Kazaa, Skype, Warez, etc.
- The Use of "Soft" VOIP phones, e.g. Skype, Vonage, etc. unrelated to City business

Personal Use

Technology resources may be used for incidental personal needs as long as such use does not result in or subject the city to additional cost or liability, interfere with business, productivity or performance, pose additional risk to security, reliability or privacy, cause or tend to cause damage to the City's reputation or credibility, or conflict with the intent or requirements of any City policy or work rule. Incidental personal usage should generally conform to limits typically associated with brief personal phone calls. This document does not attempt to address every possible situation that may arise. Professional judgment, etiquette, and common sense should be exercised while using City technology resources for personal use. All data stored on City systems including but not limited to email, documents, and photos are subject to public disclosure requests and the property of the City. There is no right to privacy in an employee's personal use of City resources.

Use of an employee's personal devices (i.e., smart phones, tablets, etc.) should be limited to scheduled breaks or their lunch hour. The employee must still adhere to all City work rules and policies including those listed in the "**Prohibitions and Limitations**" section above, and all personal devices should use the City's **CityofManchester_PublicAccess** Wi-Fi unless authorized by Department Head and used for business-specific purposes.

Internet and Intranet Usage

Employees must abide by limitations listed in section "**Prohibitions and Limitations**" when using the Internet or Intranet. Usage should be focused on business-related tasks.

Use of the Internet, as with the use of all technology resources, must conform to all City policies and work rules. Employees may not use any City resources to access inappropriate web sites unless specific exemptions are granted as a requirement of work duties (e.g., police have the ability to access sites on criminal activity, weapons etc.). Staff using City-owned equipment should always login and use the City's secured Wi-Fi **CityofManchester_Staff**.

The City recognizes that public Internet communications technologies are effective tools to promote community and government interaction and that employees could have legitimate reasons to participate in public communication via blogging, discussion forums, wikis, mashups, social networking, message boards, e-mail groups and other media that are now commonplace tools by which people share ideas and information. Department Heads or City Administration must approve the uses and tools described above.

Since activities on public Internet communication sites are electronically associated with City network addresses and accounts that can be easily traced back to the City of Manchester, the following rules must be followed for participation on these interactive public Internet communication sites:

- When expressing staff's personal view, make it clear that it does not necessarily represent the views of the City of Camas. Opinions or views other than those reflective of City policy must contain the following disclaimer: "The content of this electronic communication does not necessarily reflect the official views of the elected officials or citizens of the City of Camas."
- Always protect the confidentiality, integrity, and availability of all critical information.
- Employees must not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to or of any other employee, person, and/or entity.
- Public Internet communications activity should contribute to staff's body of work as an employee of the City and must not interfere with or diminish productivity.

E-Mail Usage

E-mail content must be consistent with the same standards as expected in any other form of written (or verbal) communication occurring in a business setting where documents are subject to public disclosure. The City manages its e-mail in accordance with records retention policies and procedures as defined and identified by the City Clerk's Office.

When using City email in lieu of an employee's personal email for personal use, use must be infrequent, and employees must always abide by the "**Prohibitions and Limitations**" section of this policy.

Staff may access web-based personal email but should not download personal documents or attachments from these sites.

Users should be attentive to emails that have unusual or questionable subject lines to mitigate spam, phishing and script born viruses that come into the network through email attachments or by clicking on links that lead to hostile web sites. If you suspect phishing or script born viruses in email attachments immediately report it to IT Staff or email ITsupport@cityofmanchestern.gov.

Security

The Information Technology Department (ITD) is responsible for monitoring and authorizing access to central computer systems and applications. Approved staff will be assigned unique user IDs and passwords for such access. Each user is responsible for establishing and maintaining a password that meets City requirements (Minimum 8 characters, upper/lower case, numbers and special characters). The City's unique network passwords must be changed every 90 days – unless otherwise authorized or approved by ITD Manager, employee's Department Head or City Mayor.

The use of another user's account and password or the attempt to capture other users' passwords is prohibited. Each user is responsible for restricting unauthorized access to the network by locking their computer or logging out of their computer account when leaving their computer unattended. Staff who discovers unauthorized use of their accounts must immediately report it to the ITD Manager or Department Head.

The City will take the necessary steps to protect the confidentiality, integrity, and availability of all of its critical information. Critical information is defined as information which if released could damage the City financially; put

employees at risk; put facilities at risk; or could cause legal liability. Examples of critical data include: employee health information, social security numbers, credit card holder information, police investigation information, etc. The City will restrict access to critical information only to staff who have a legitimate business need-to-know. Anyone accessing critical information is responsible for keeping an inventory of critical information and ensuring that access to it is limited and secured.

Staff with access to critical information are responsible for its protection. Staff must take reasonable steps to ensure the safety of critical information including: avoid putting critical data on laptops; by encrypting data any time it is electronically transported outside the City network; not saving or transmitting critical data to a home or external computer; ensuring inadvertent viewing of information does not take place, and destroying or rendering the information unreadable when done with it. Staff should not transport critical City data on unencrypted devices such as thumb drives, CD's, or smart phones. The City has standards for encrypted USB drives that should be used for this purpose. Information about these standards should be requested from the ITD Support Staff at ITsupport@cityofmanchestertn.gov or through the City's CRM system.

ITD representative approval is required prior to moving any and all physical media containing critical or sensitive data from secured areas.

Network Access and Usage

The Information Technology Department (ITD) must approve all connecting devices to the City's network. This includes personal PCs, network hubs and switches, printers, handhelds, scanners, remote connections, and wireless or wired devices. The use of personal routers and wireless access points on the City network is strictly prohibited.

The installation, removal, or altering of any software on City-owned equipment is prohibited without authorization from the ITD or employee's Department Head.

City-owned smart phones (Internet and/or e-mail capable cell phones) must meet and adhere to the current standards for those devices as established by ITD. Personally owned smart phones or devices may not be connected to the City's network without specific authorization by ITD or Department Head and should instead use the Guest Wi-Fi access for internet resources.

Exploiting or attempting to exploit any vulnerability in any application or network security is prohibited. Sharing of internal information with others that facilitates their exploitation of a vulnerability in any application or network security is also prohibited. It is also prohibited to knowingly propagate any kind of spyware, and/or denial of service attack or virus onto the City network or computers. Staff who encounter or observe vulnerability in any application or network security must immediately report it to the Department Head or ITD Support Staff at ITsupport@cityofmanchestertn.gov.

Non-City staff (e.g. vendors, contractors) are required to have their personal devices that need to connect to the City's technology resources scanned by ITD for virus detection prior to connecting. If the PC or device is going to continue to be connected to the City's network it must be scanned a minimum of every 30 days. Representatives of the contracting departments are responsible for assisting their contractors to engage ITD to perform these services by entering a service request in the City's CRM system.

Disabling, altering, over-riding, or turning off any mechanism put in place for the protection of the network and workstation environments is strictly forbidden. This includes the installation of any software designed to circumvent security measures.

Because of band-width limitations inherent in any network system, use of the City's network to download non-business related information that are likely to impact systems or services is strictly prohibited. Examples include streaming video (i.e. movies), downloading large files like MP3 or MOV files, playing online games, etc. Business-related downloads of this nature should be done during low-impact network time intervals as defined by ITD support staff.

Transmission, distribution, or storage of any information or materials in violation of federal, state or municipal law is prohibited. Software that is copyrighted or licensed may not be shared or illegally distributed. Copyright violations are federal offenses that may result in civil and criminal penalties to employees and the City of Manchester.

Users must manage their electronic documents in accordance with records retention policies and procedures as defined and identified by the City Clerk's Office. Documents past their retention schedules should be deleted from the network to save space and eliminate the need to backup unnecessary files. Electronic documents should never be stored in duplicate on the City's network servers.

Access to the City's network via VPN (Virtual Private Network) requires approval from staff's Manager, Department Head or City Administration and used only for City business purposes. VPN accounts will be audited quarterly. Accounts not actively being used will be deactivated or removed. Reactivation of intermittently used VPN accounts for vendor support purposes will be monitored by ISD staff. VPN users must have commercial up-to-date anti-virus software running on any connected devices.

At least annually, departments need to review, approve or de-activate network accounts and accounts created for their applications. ITD will assist as needed in doing these reviews.

Administration, Reporting and Violations/Discipline

Department Directors will designate specific employees who have access to technology resources. Department Directors or their designee share responsibility for monitoring appropriate implementation of these policies and requirements. Department Directors are responsible for determining any and all disciplinary actions that may stem from violations of these policies and requirements.

A virus checker will be running on computers that are connected to the Internet, to check downloaded files, e-mail and attachments. Files brought in from outside sources will be checked for viruses before installation on any city-owned hardware. If you receive a pop-up screen indicating the presence of a virus, immediately report the message to the ITD. Do not continue to download any attachments that the system indicates contains a virus.

Any employee who observes or suspects a violation of these policies and requirements, particularly those that relate to security of the city's network, systems, and data, should immediately report these concerns to their Department Director.

Violations of this policy are subject to disciplinary action up to and including termination.



**Receipt and Acknowledgement
of the
Technology Resources Usage Policy and Work Rules**

I hereby acknowledge that I have read and understand the Technology Resources Usage Policy and Work Rules of the City of Manchester. I agree to abide by this policy and understand that use of technology resources and email is a privilege, not a right.

I understand that if I violate such rules, I may be subject to disciplinary action up to and including termination, as outlined in contract if represented.

Name (printed)

Signature

Date

This signed form must be returned to the Human Resource Manager within (3) days of receipt.

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONTRACT WITH REED AND SHOWS METER SOLUTIONS, AT A TOTAL COST OF THIRTY-SEVEN THOUSAND, NINE HUNDRED AND TWENTY-FIVE AND 00/100 DOLLARS (\$37,925.00) TO PROVIDE METERS AND REPAIRS TO THE WATER AND SEWER DEPARTMENT

WHEREAS the City of Manchester is planning for and undergoing water and sewer system maintenance, rehabilitation and upgrades; and

WHEREAS the City of Manchester needs the services of Reed and Shows Meter Solutions to provide meters and repairs, which are the only compatible meters and services for use within the City's water and sewer system; and

WHEREAS the Manchester Water and Sewer Director has made an exhaustive search for a company to timely provide this equipment and service and has been unable to find another company with the same equipment, and

WHEREAS Reed and Shows Meter Solutions has offered to provide these meters, and repairs for various meters, at a total not to exceed Thirty-Seven Thousand Nine Hundred and Twenty Five and 00/100 Dollars (\$37,925.00), and

WHEREAS at the recommendation of the MWSD Director and with the opinion of the City Attorney, the Board of Mayor and Aldermen feel that this arrangement is the "sole source" for this equipment and service and is the best value for the City and is in its best interest; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract with Shows Meter Solutions to provide these meters and repairs for various meters, for a total not to exceed Thirty Seven Thousand Nine Hundred and Twenty Five and 00/100 Dollars (\$37,925.00), The Mayor and the Finance Director are hereby authorized to execute the documents to attain this equipment and services.

Resolved this _____ day of _____ 2025.

Mayor Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE EXPENDITURE OF UP TO SIXTY-TWO THOUSAND ONE HUNDRED AND 00/100 DOLLARS (\$62,100.00) FOR AN EMPLOYEE WELLNESS AND ASSISTANCE PROGRAM

WHEREAS the City of Manchester has numerous employees that deal with work and personal stress; and

WHEREAS the City of Manchester believes it to be in the best interest of all of its employees to have access to counseling and therapy services when needed; and

WHEREAS the City of Manchester requested proposals for a wellness program and received bids that were reviewed by the Finance Director and Finance Committee, and the committee heard the benefits of the Family Counseling Center-Wellness All Around assistance program and believes it is the best organization that can provide these services to all City employees for up to Sixty-Two Thousand One Hundred and 00/100 dollars (\$62,100.00) per the proposal sheet.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester expend up to Sixty-Two Thousand One Hundred and 00/100 dollars (\$62,100.00) for the City Employee Assistance Program provided by Family Counseling Center-Wellness All Around, which covers all City employees.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that any resolution inconsistent herewith, including, but not limited to, any resolution restricting spending be amended to allow payment of the City's obligation under this resolution.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor and Finance Director are authorized to execute the necessary documents to enter into this agreement.

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF MSA G-1 BREATHING APPARATUSES AND MISCELLANEOUS EQUIPMENT AT THE TOTAL PRICE OF ONE HUNDRED AND THREE THOUSAND AND TWENTY-FIVE AND 00/100 DOLLARS (\$103,025.00) FOR USE OF THE FIRE DEPARTMENT OF THE CITY OF MANCHESTER

WHEREAS, the City of Manchester Fire Department needs new self-contained breathing apparatuses; and

WHEREAS, the Fire Department has determined that the MSA G-1 apparatuses and miscellaneous equipment from Safe Industries will best serve the department's needs; and

WHEREAS, the city fire department has sufficient funds in its account to purchase this equipment, and

WHEREAS, this equipment is available pursuant to the State of Tennessee Department of General Services contract (HGAC) making the purchase exempt from the City's normal bidding requirements; and

WHEREAS, Code Section 5-703 (4) of the City of Manchester requires any obligation of the City on any contract of \$35,000 be approved by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, that the City of Manchester purchase MSA G-1 self-contained breathing apparatuses and equipment from Safe Industries at a cost of ONE HUNDRED AND THREE THOUSAND AND TWENTY-FIVE DOLLARS AND ZERO CENTS (\$103,025.00) through a State of Tennessee Department of General Services (HGAC) contract vendor.

RESOLVED THIS _____th DAY OF DECEMBER, 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE AN APPLICATION FOR A TENNESSEE
DEPARTMENT OF AGRICULTURE EPA CLEAN WATER GRANT**

WHEREAS the City of Manchester recognizes the need to increase accessibility to healthy and clean water, with an emphasis on mitigating nonpoint source pollution; and

WHEREAS the City of Manchester wishes to implement an initiative to mitigate pollution to clean water through certain projects; and

WHEREAS there will be Tennessee Department of Agriculture EPA grant funds available to fund some of the cost of this initiative at a 60/40 percent split; and

WHEREAS the City of Manchester wishes to apply for said grant funds; and

WHEREAS Manchester Municipal Code 5-703(4) requires any possible obligation exceeding \$35,000 be approved by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester apply for a Tennessee Department of Agriculture EPA Clean Water Grant.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that any resolution inconsistent herewith, including, but not limited to, any resolution restricting spending be amended to allow payment of any City obligation under this resolution.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor and Finance Director are authorized to execute the necessary documents to apply and contract for this grant.

Resolved this _____ day of _____ 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

AN ORDINANCE TO
ADD MANCHESTER MUNICIPAL CODE 1-110, RELATIVE TO CREATION AND
MEMBERSHIP OF THE POLICIES AND PROCEDURES COMMITTEE

Whereas the City of Manchester previously had a Policies and Procedures Committee charged with the duty to review the City's policies and procedures; and

Whereas the Board of Mayor and Aldermen of the City of Manchester had repealed the requirements for said committee in 2023 pending further review; and

Whereas the Board of Mayor and Aldermen of the City of Manchester now believes, after said review, it is in the best interest of the City of Manchester to reinstate the committee with minor changes to the membership to improve the efficiency and effectiveness of the Committee.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the below language of Manchester Municipal Code 1-110 be added in its entirety:

“1-110. Policies and procedures committee. A Policies and Procedures Committee is hereby established for the City of Manchester. The committee membership shall include, as voting members; the Mayor, two (2) members of the Board of Mayor and Aldermen, and two (2) residents of the City of Manchester, all to be appointed by the Mayor, subject to confirmation by the Board of Mayor and Alderman. The term of the Aldermen appointed to the committee shall be for one (1) year commencing on the first Tuesday of September of each year. The term of the city residents shall be four (4) years, however their initial appointments shall be for staggered terms of four (4) and two (2) years. The city's Finance Director, Human Resources Director and City Attorney shall be *ex officio* members of the committee, when required, but shall not be entitled to vote. The committee shall meet as needed and/or as determined by the Mayor. Each September the committee shall select from its members a chairman and secretary. The committee shall adopt its own internal governance rules. The committee shall periodically review all policies and procedures of the city and make recommendations to the Board of Mayor and Aldermen concerning the addition, deletion and/or modifications of policies.”

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of the conflict.

PASSED FIRST READING: _____ November 4 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 2-502 RELATIVE
TO
WATER AND SEWER COMMISSION MEMBERSHIP**

WHEREAS Manchester Municipal Code 2-501 et. seq. delineates the membership, its appointment, and the duties and responsibilities of the Manchester Water and Sewer Commission; and

WHEREAS the Manchester Water and Sewer Commission has been designated and functions as a seven-member Commission, but currently has two vacancies that need filling; and

WHEREAS it has recently come to the attention of the Board of Mayor and Alderman that it can set the requisite membership requirements to reflect an increase in the number of aldermanic appointments to the Commission, and Manchester believes it to be in the best interest of the City to revise its code to reflect such and that the appointment and term of the members be clarified.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN
OF THE CITY OF MANCHESTER, TENNESSEE that:

1. Manchester Municipal Code 2-502(1) be amended to delete the last sentence of the paragraph.

2. Manchester Municipal Code 2-502(1) shall be amended to delete the second sentence of the paragraph and replace it with: “Three Commission members shall be members of the Board of Mayor and Alderman of the City of Manchester Tennessee and be appointed by the Mayor and confirmed by the Board of Mayor and Alderman.”

3. Manchester Municipal Code 2-502(5) shall be amended to delete it in its entirety and replace it as follows:

“Members from Board of Mayor and Alderman. The Aldermanic members appointed to the Commission shall have a vote as do other members. They may serve as Chairman of the Commission, and attend all meetings, and report to the Board of Mayor and Aldermen of the proceedings, status, and conduct of the affairs and business of the Commission, The Aldermanic members shall serve from appointment in September, to September of the following year.”

and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication, passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

PASSED FIRST READING: _____ November 4 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

ORDINANCE NO. 0000
 AN ORDINANCE AMENDING THE BUDGET ORDINANCE
 FOR FISCAL YEAR 2025-26, ORDINANCE NO. 1743

Be it ordained by the Board of Mayor and Aldermen of the City of Manchester, Tennessee, that the Budget Ordinance for Fiscal Year 2025-2026, Ordinance No. 1743, be amended as follows:

SECTION 1. The available funds for said budget are changed as follows:

	Original Budget	Amended Budget
<u>General Purpose School Fund</u>		
Local Taxes	4,216,710	4,217,710
Other State Taxes	1,000	0
Other Sources	3,903,651	8,661,364

SECTION 2. The appropriation(s) for the department(s) in the fund(s) is (are) changed as follows:

	Original Budget	Amended Budget
<u>General Purpose School Fund</u>		
Instructional Expenditures	13,250,464	13,310,159
Support Services	162,959	287,398
Vocational Education	0	5,000
Office of the Principal	942,824	1,011,653
Transportation	127,899	287,649
Capital Outlay	0	4,340,000

SECTION 3. Unless indicated in Section 1 above, to the extent required by the new appropriation, funds shall be drawn from the Fund Balance(s) of the Fund(s) as of June 30, 2026.

SECTION 4. The financial plan shall be used as guidance and generally followed in the implementation of this amendment.

SECTION 5. This Ordinance shall take effect from and after its publication, passage and public hearing.

1st Reading 11-19-25 .
2nd Reading .

Joey Hobbs, Mayor

Attest:

Anthony Burrows, Finance Director

ORDINANCE NO. _____

AN ORDINANCE REZONING PROPERTY OWNED BY THE CHARLES PORTER WALKER FAMILY TRUST ON WOODBURY HWY., FROM R-3 TO C-3

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting October 20, 2025, considered the rezoning request that the property owned by The Charles Porter Walker Family Trust described below, be rezoned from R-3 to C-3, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of C-3 to the following described property owned by The Charles Walker Family Trust on Woodbury Hwy.:

A tract of land about one-half mile north of Manchester on the west side of Woodbury Highway and beginning at a stake located at the point of intersection of the northwest right of way line or relocated Highway 53 and J.W. Walker, and running north 04 deg. 20.5 min east 616.53 to a stake; thence north 86 deg. 11.5 min. east with a fence 400.15 feet to a stake relocated in the west right of way margin of relocated Highway No. 53; thence curving southwesterly with the northwest margin of the right of way of Highway No. 53, 810 feet, more or less, to the point of beginning and containing 3.559 acres, more or less per survey of W.H. Aldred, Registered Engineer No. 5255, dated May 25, 1976.

And being the same property conveyed to The Charles P. Walker Family Trust, by Quitclaim Deed from Melody Star Walker Ryan, dated 28th day of August, 2013 in Warranty Deed Book W356, Page 900, Register's Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as C-3; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with a positive recommendation of the Manchester Planning Commission at its meeting on October 20, 2025.

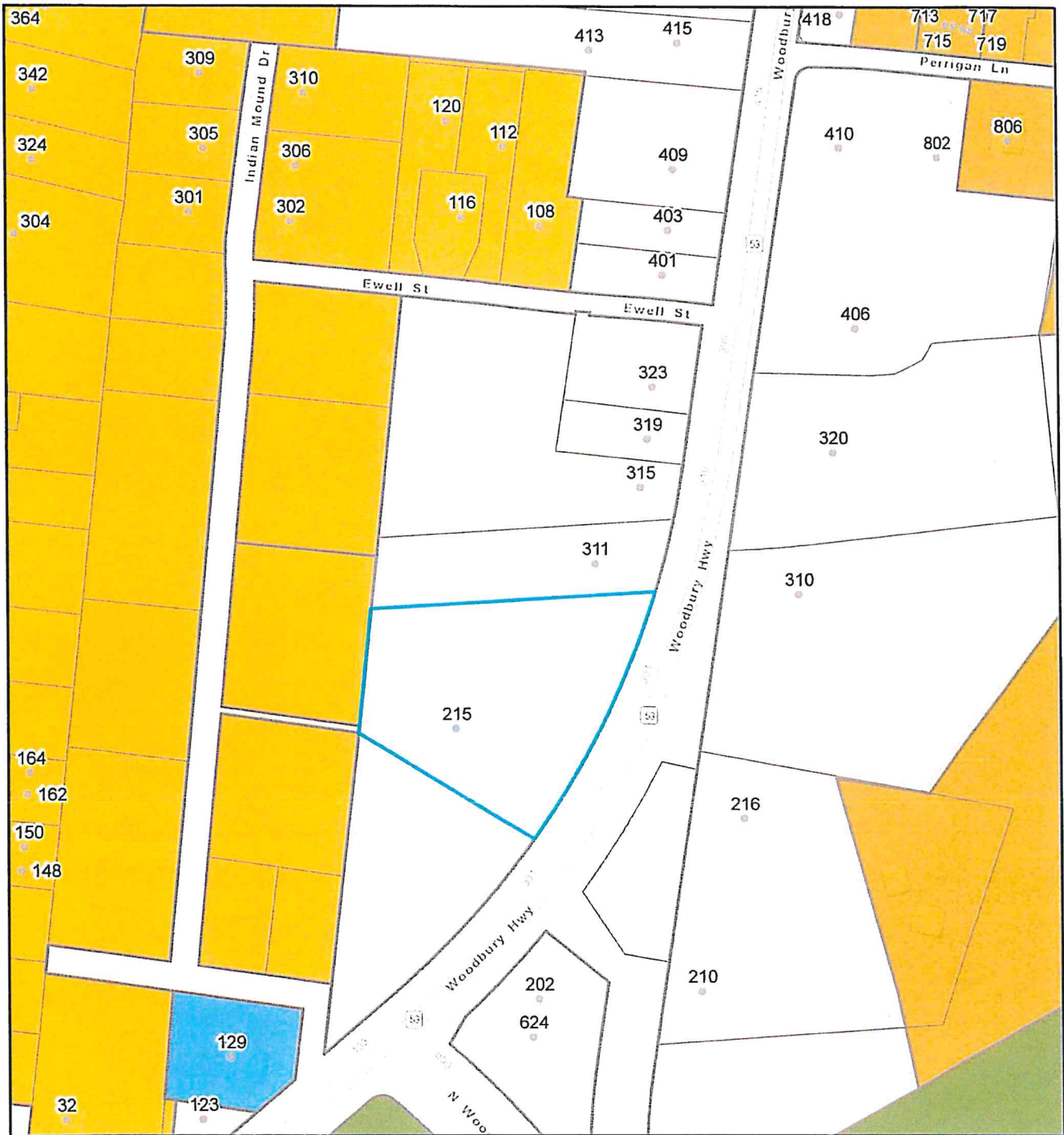
PASSED FIRST READING: _____ November 4 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

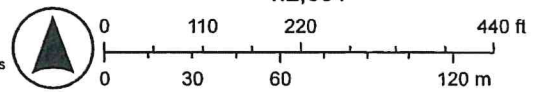
Woodbury Hwy. Land Use



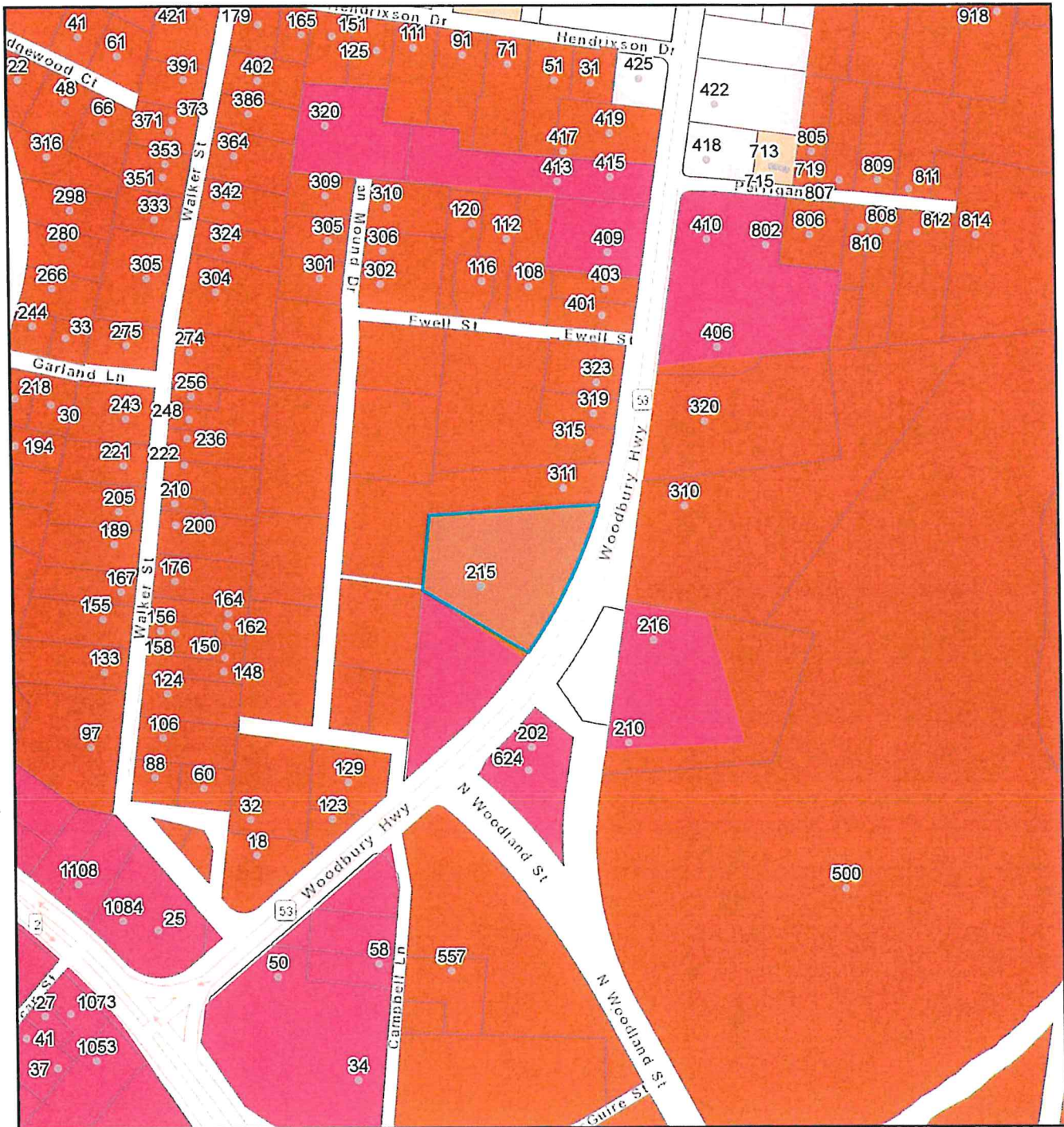
10/30/2025, 12:11:05 PM

1:2,891

- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
- Commercial, Central and General Neighborhood
- Institutional and Other Public
- Recreational and Open Space
- Residential Medium Density / Single Family Duplexes
- Residential High Density Multi-Family
- Manchester City Limit
- World_Street_Map

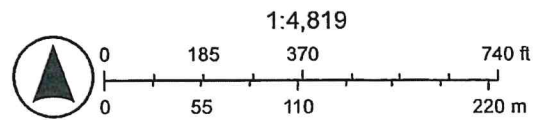


Woodbury Hwy. Zoning



10/30/2025, 12:07:28 PM

-  Coffee Parcels
-  Coffee Addresses
-  R-3
-  R-4
-  C-2
-  C-3
-  Manchester City Limit
-  World_Street_Map



Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

Coffee County - Parcel: 067P D 005.00



Date: October 30, 2025

County: COFFEE

Owner: RYAN STAR WALKER TRUSTEE OF CHARLES P WALKER FAMILY TRUST C/O JOY GARNER

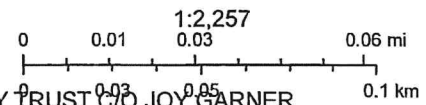
Address: WOODBURY HWY

Parcel ID: 067P D 005.00

Deeded Acreage: 2.1

Calculated Acreage: 0

Vexcel Imagery Date: 2023



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The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY KENNETH SWACK ON 207
ROSE ST., FROM R-3 TO R-4**

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting October 20, 2025, considered the rezoning request that the property owned by Kenneth Swack described below, be rezoned from R-3 to R-4, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-4 to the following described property owned by Kenneth Swack on 207 Rose St.:

Being in the City of Manchester, and beginning on the southeast corner of a 50-foot street east and opposite the southeast corner of a lot conveyed by G.M. McMillen to Thomas Rhoton; thence east with the north boundary line of a street between Jones and the lot herein conveyed 300 feet, more or less, to the west side of the railroad; thence north with the railroad 100 feet; thence west to the east side of said 50 foot street; thence south with the east boundary line of the same 100 feet to the beginning, and being in south Manchester, Tennessee.

And being the same property conveyed to Kenny Swack, by Quitclaim Deed from Kenny Swack and wife, Charity Swack, dated 27th day of September, 2017 in Warranty Deed Book W383, Page 171, Register's Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as R-4; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with a positive recommendation of the Manchester Planning Commission at its meeting on October 20, 2025.

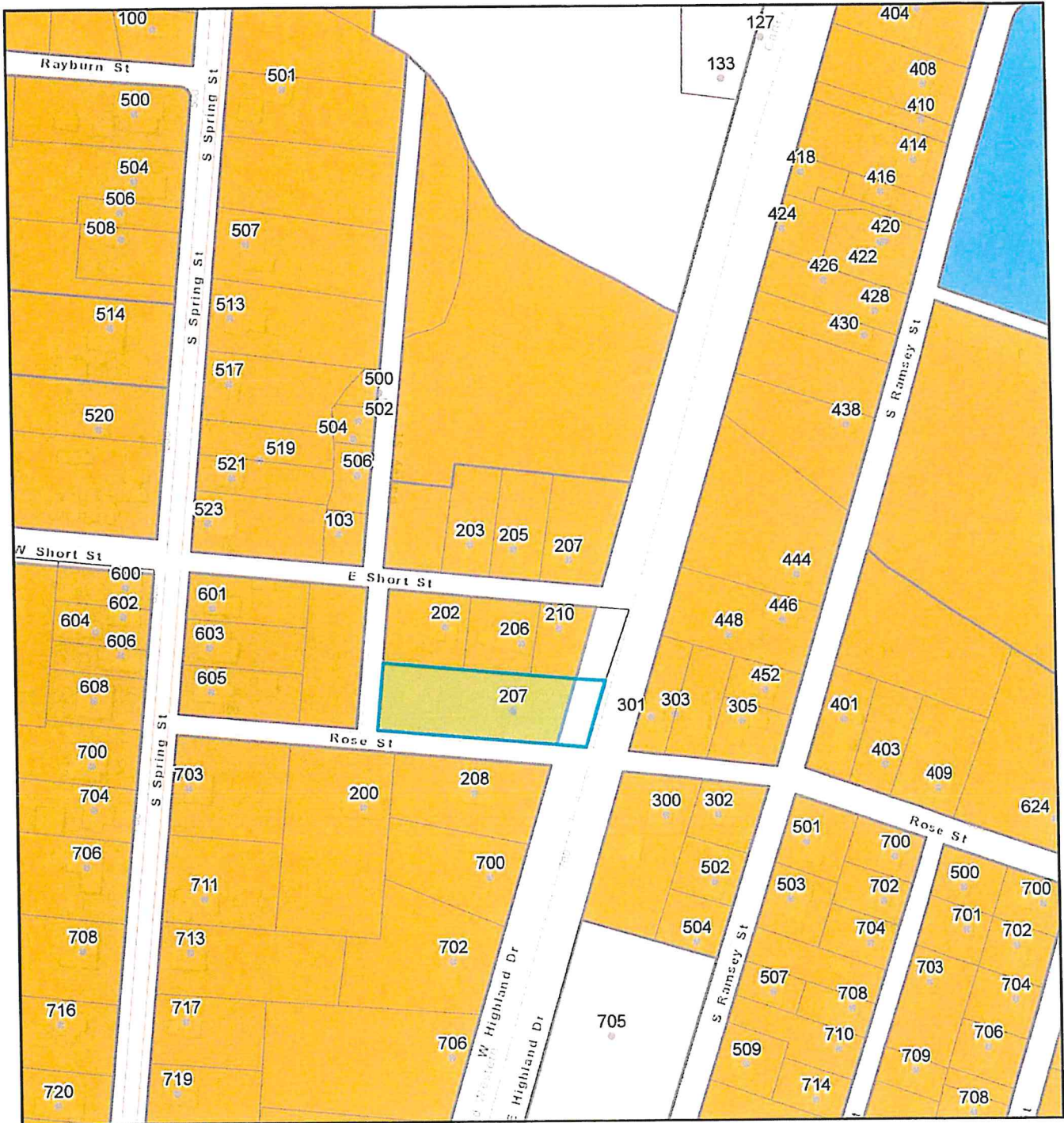
PASSED FIRST READING: _____ November 4 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

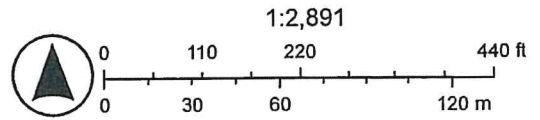
Anthony Burrows, Finance Director

Rose St. Land Use



10/30/2025, 11:58:08 AM

- Coffee Parcels
- Coffee Addresses
- Manchester Landuse**
- Commercial, Central and General Neighborhood
- Institutional and Other Public
- Residential High Density Multi-Family
- Manchester City Limit
- World_Street_Map



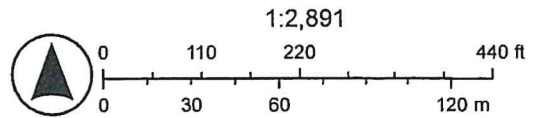
Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

Rose St. zoning



10/30/2025, 12:01:47 PM

- Coffee Parcels
- R-3
- R-4
- C-3
- I-1
- Manchester City Limit
- Coffee Addresses
- Manchester Zoning
- World_Street_Map



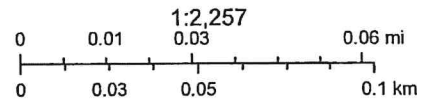
Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

Coffee County - Parcel: 076I H 006.00



Date: October 30, 2025

County: COFFEE
 Owner: SWACK KENNETH RYAN
 Address: ROSE ST 207
 Parcel ID: 076I H 006.00
 Deeded Acreage: 0
 Calculated Acreage: 0
 Vexcel Imagery Date: 2023



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The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY MARCELO AGUILAR ON
504 S. SPRING ST., FROM R-3 TO R-4**

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting October 20, 2025, considered the rezoning request that the property owned by Marcelo Aguilar described below, be rezoned from R-3 to R-4, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of R-4 to the following described property owned by Marcelo Aguilar on 504 S. Spring St.:

BEGINNING at a capped rebar found in the west margin of South Spring Street, approximately 105 ft. south of the observed centerline intersection of South Spring Street and Rayburn Street, said rebar being the southeast corner of Logue and the northeast corner of the property herein described; thence proceeding along the margin of said road, the following calls: thence S 06°21'31" W, 16.17 ft.; thence S 05°20'28" W, 67.29 ft. to a rebar found at back of sidewalk, being the northeast corner of Aguilar (WDB. 440, pg. 508) and the southeast corner of the property herein described; thence leaving the margin of said road and proceeding around said Aguilar, the following calls: thence N 82°35'33" W, 118.10 ft. to a 1 / 2-inch capped rebar set; thence N 83°56'36" W, 27.80 ft. to a 1 / 2-inch capped rebar set; thence S 03°01'13" W, 39.00 ft. to a 1 / 2-inch capped rebar set in the north line of West; thence proceeding along the north line of West, N 84°43'18" W, 155.62 ft. to a metal fence post; thence proceeding along the north line of Bradley, N 86°50'11" W, 4.17 ft. to a 1 / 2-inch capped rebar set, being the southeast corner of Banaski and the southwest corner of the property herein described; thence proceeding along line of Banaski, the following calls: thence N 07°36'49" E, 103.87 ft. to a wood fence corner post; thence S 84°42'12" E, 53.90 ft. to a to a wood fence corner post; thence N 03°50'00" E, 14.49 ft. to a wood fence post; thence N 04°09'36" E, 86.79 ft. to a rebar found in the south margin of Rayburn Street, being the northeast corner of Banaski and the northwest corner of the

property herein described; thence proceeding along the south margin of Rayburn Street, S 84°53'31" E, 50.01 ft. to a 1 / 2-inch capped rebar set, the northwest corner of Logue; thence leaving the margin of said road and proceeding around Logue, the following calls: thence S 04°09'36" W, 86.60 ft. to a 1 / 2-inch capped rebar set; thence S 85°06'46" E, 79.01 ft. to a 1 / 2-inch capped rebar set; thence S 84°04'46" E, 117.67 ft. to the POINT OF BEGINNING, containing 0.78 Acre, as surveyed by Northcutt and Associates Land Surveying, Inc., 409 Woodbury Highway, Manchester, Tn, 37355, Job # 25C-070, dated 04-10-2025, and being the property described in WDB. 413, pg. 935, ROCCTn.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as R-4; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with a positive recommendation of the Manchester Planning Commission at its meeting on October 20, 2025.

PASSED FIRST READING: _____ November 4 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025





Joey Hobbs, Mayor

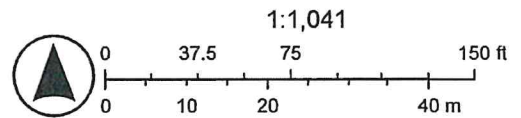
Anthony Burrows, Finance Director

504 S. Spring St. Land Use



10/30/2025, 12:17:08 PM

-  Coffee Parcels
-  Coffee Addresses
- Manchester Landuse
 -  Residential High Density Multi-Family
 -  Manchester City Limit
- World_Street_Map



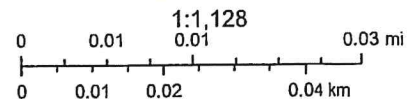
Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

Coffee County - Parcel: 076I C 020.00



Date: October 30, 2025

County: COFFEE
Owner: AGUILAR MARCELO ETUX SANDRA RAMIREZ
Address: S SPRING ST 504
Parcel ID: 076I C 020.00
Deeded Acreage: 0
Calculated Acreage: 0
Vexcel Imagery Date: 2023



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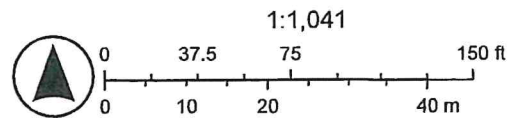
504 S. Spring St. zoning



10/30/2025, 12:32:03 PM

-  Coffee Parcels
-  R-4
-  Coffee Addresses
-  Manchester City Limit
- Manchester Zoning**
-  R-3

World_Street_Map



Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

ORDINANCE NO. _____

**AN ORDINANCE REZONING PROPERTY OWNED BY DAVID LEWIS ET. UX. ON
HENDRIXSON DR., FROM R-3 TO C-3**

WHEREAS the City of Manchester has a currently enacted a Zoning Ordinance and a Zoning Map; and

WHEREAS, pursuant to Tennessee Law, since the zoning of real estate is accomplished by ordinance: it must be amended by ordinance rather than by resolution; and

WHEREAS the Manchester Planning Commission, at its meeting October 20, 2025, considered the rezoning request that the property owned by David Lewis et. ux. described below, be rezoned from R-3 to C-3, and voted to send that request to the Board with a positive recommendation; and

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 6, Section 1 of the Manchester Municipal Code be, and it is hereby amended to apply the zoning classification of C-3 to the following described property owned by David Lewis et. ux. On Hendrixson Dr.:

Being all of Lot Numbers Three (3) through Fourteen (14), all inclusive in Block "H" of the Tween Rivers Subdivision, according to a plat thereof on file in Plat Cabinet Envelope 106A in Register's Office of Coffee County, Tennessee.

And being the same property conveyed to David Lewis, by Quitclaim Deed from Linda Jones, Jason Rigney, and Mark Cutshaw, dated 13th day of July, 2023 in Warranty Deed Book W433, Page 927, Register's Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Title 14, Chapter 6, Section 2 of the Manchester Municipal Code entitled Zoning Map be amended to show this property as C-3; and

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with a positive recommendation of the Manchester Planning Commission at its meeting on October 20, 2025.

PASSED FIRST READING: _____ November 4 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

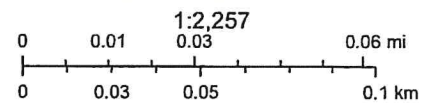
Anthony Burrows, Finance Director

Coffee County - Parcel: 068M B 002.00



Date: October 30, 2025

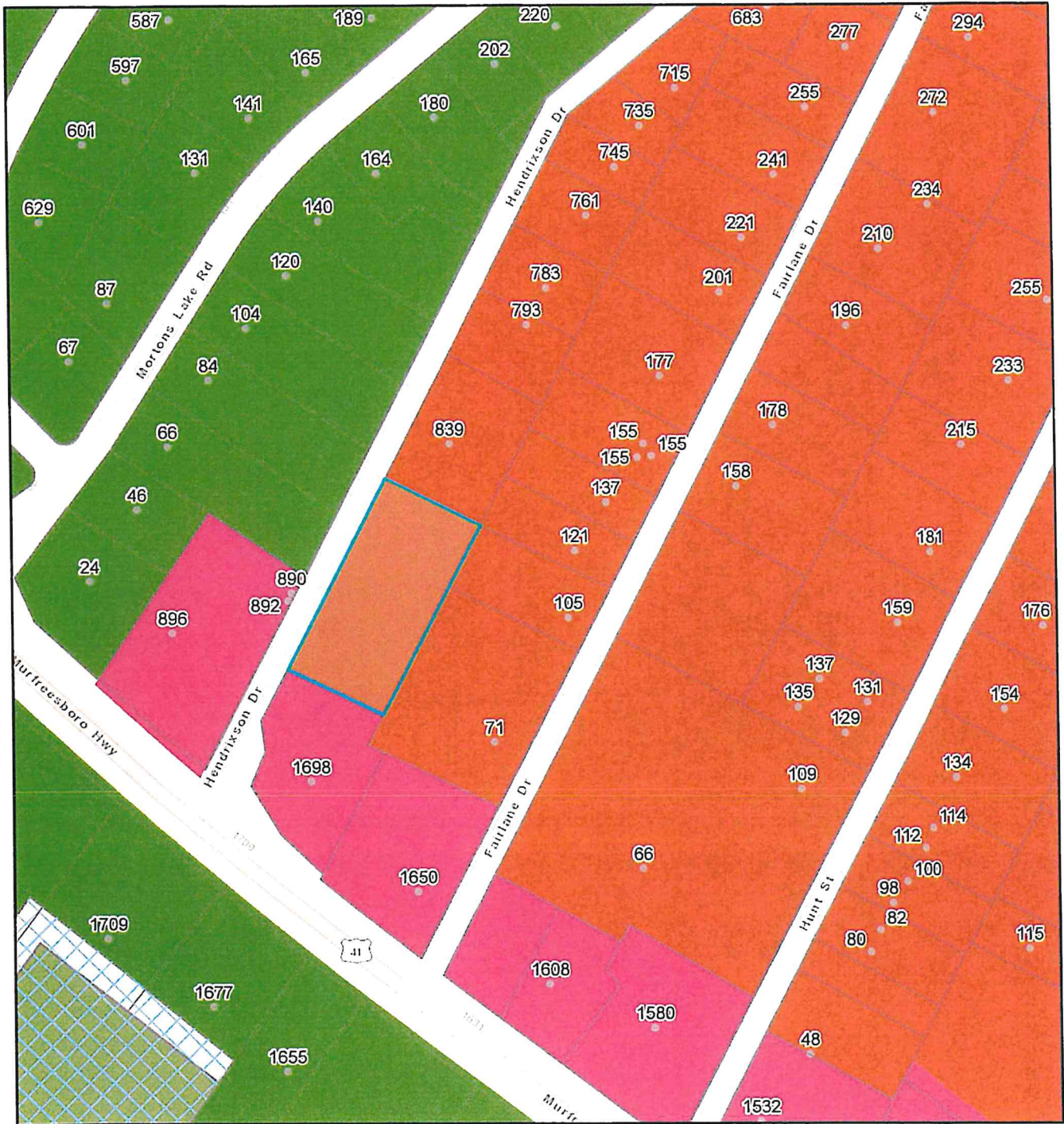
County: COFFEE
Owner: LEWIS DAVID A ETUX DENNIS P
Address: HENDRIXSON DR
Parcel ID: 068M B 002.00
Deeded Acreage: 0
Calculated Acreage: 0
Vexcel Imagery Date: 2023



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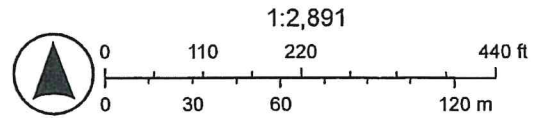
The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

Lewis zoning



10/30/2025, 1:44:22 PM

- Coffee Parcels
- Coffee Addresses
- Coffee UGB
- MANCHESTER
- Manchester Zoning**
 - C-3
 - R-2
 - R-3
- Manchester Landuse**
 - Commercial, Central and General Neighborhood
 - Recreational and Open Space
 - Residential Low Density / Single Family Duplexes
 - Residential Medium Density / Single Family Duplexes
 - Manchester City Limit
 - World_Street_Map



Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE PHYSICAL DEVELOPMENT PLAN OF THE CITY OF MANCHESTER APPLICABLE TO PROPERTY ON THE OLD TULLAHOMA HIGHWAY (Tax Map 086 parcels 026.00 & 027.00)

WHEREAS, the Board of Mayor and Aldermen of the City of Manchester, Tennessee adopted a Physical Development Plan as contemplated by T.C.A. 13-4-202; and

WHEREAS, on September 15, 2025, the Planning Commission of the City of Manchester recommended an amendment to the plan to reclassify certain property owned by James Massingille et ux, located on the Old Tullahoma Highway and described below, from high density mobile home to high density residential; and

WHEREAS this constitutes the Planning Commission's initiation of an amendment to the general plan as contemplated by T.C.A. 13-4-202(b)(1)(A); and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester gave notice in a newspaper of general circulation in the City that it would hold a public hearing to address an amendment to the Physical Development Plan to incorporate the changes as identified above; and the attached, and

WHEREAS the Board of Mayor and Aldermen held a public hearing on this change in the Physical Development Plan on November 4, 2025; and

WHEREAS, after considering the statements made at the public hearing, the Board of Mayor and Aldermen believes this change to be in the best interest of the City.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the current Land Use Plan (Physical Development Plan) be updated as amended to reclassify certain property owned by James

Massingille et ux, located on the Old Tullahoma Highway and described below, from high density mobile home to high density residential:

Tax Map 086 parcel 026.00

TRACT NO. 1: Being Lots Numbers Twenty Three (23) through Twenty Six (26), all inclusive, and Lots Numbers Ninety Seven (97) through One Hundred (100), all inclusive, in the Trail Subdivision, a plat of which is of record in Trust Deed Book 49, page 89, Register’s Office of Coffee County, Tennessee.

TRACT NO. 2: Beginning in the Phillips Trail Line at the Southwest corner of Lot Number. One Hundred (100) in the Rosa Trail Subdivision, a plat of which is of record in Trust Deed Book 49, page 89, Register’s Office of Coffee County, Tennessee, same being Quall’s southwest corner; thence North 87 deg. West 25 poles to a stake; thence North 03 deg. East 200 feet to a stake; thence South 87 deg. East 25 poles to a stake; thence South with Phillips Trail line 200 feet to the beginning.

And being the same property conveyed to James L. Massingille and wife, Pamela S. Massingille, by Warranty Deed from Kathy E. Arnold, dated 6th day of September, 2018 in Warranty Deed Book W390, Page 91, Register’s Office of Coffee County, Tennessee.

Tax Map 086 parcel 027.00

BEING Lots Numbers 27 through 32 all inclusive and Lots Numbers 101 through 106 all inclusive in the Trail Subdivision of which the Plat is of record in Trust Deed Book 49, Page 89, Register’s Office of Coffee County, Tennessee.

And being the same property conveyed to James L. Massingille and wife, Pamela S. Massingille, by Warranty Deed from Lee Brewer, Shannon Brewer Banks, and Danny Brewer, dated 5th day of February, 2018 in Warranty Deed Book W385, Page 653, Register’s Office of Coffee County, Tennessee.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the positive recommendation of the Manchester Regional Planning Commission obtained at its meeting October 20, 2025.

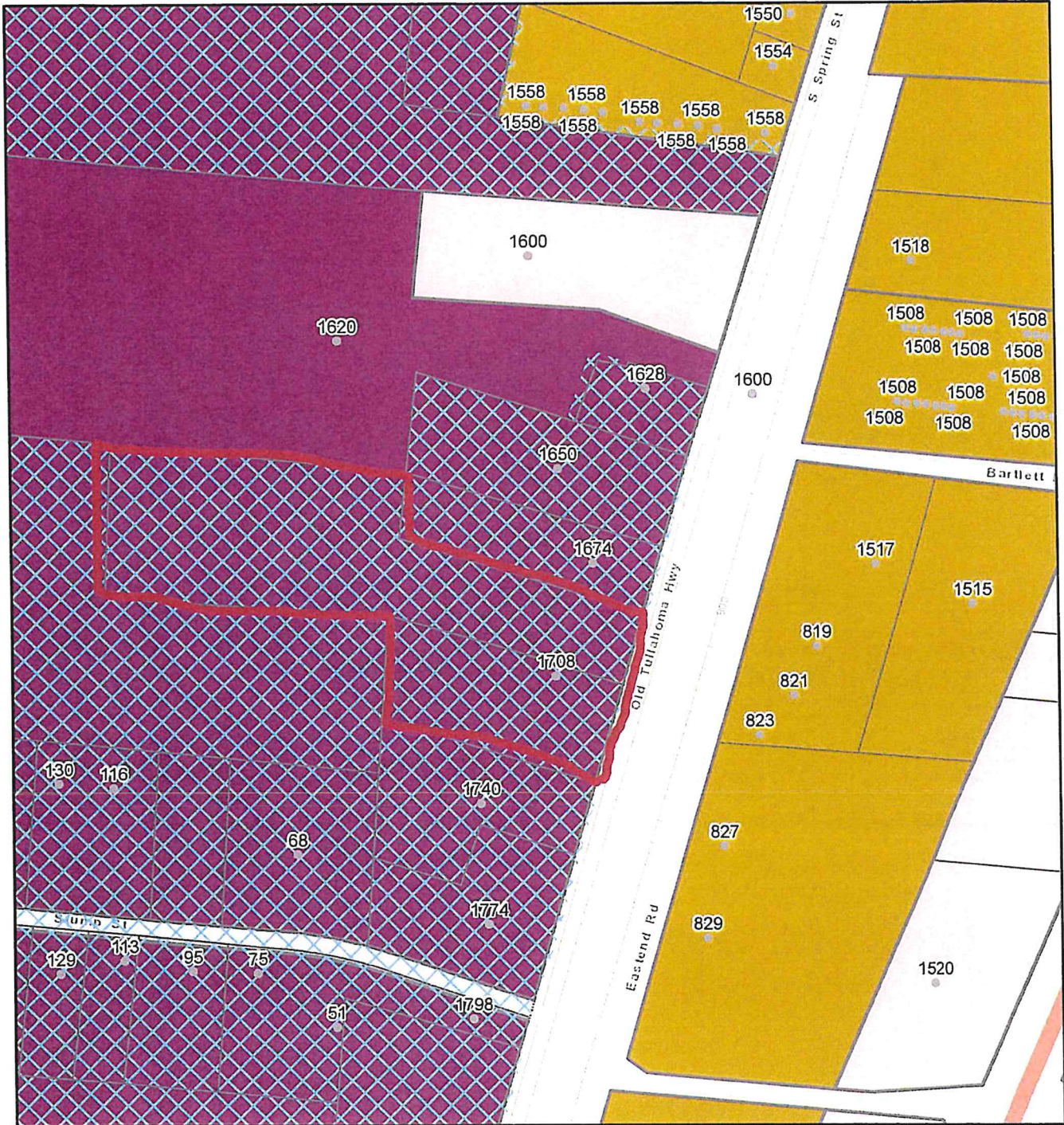
PASSED FIRST READING: _____ November 4 _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

ATTEST: _____
Anthony Burrows, Finance Director

Land Use amendment Massingille

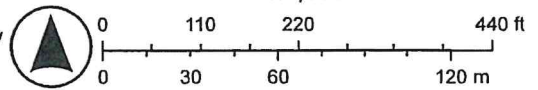


10/30/2025, 12:40:55 PM

1:2,891

- Coffee Parcels
- Coffee Addresses
- Coffee UGB
- MANCHESTER
- Manchester Landuse
- Commercial, Central and General Neighborhood

- Residential High Density Multi-Family
- High Density Mobile Home
- Manchester City Limit
- World_Street_Map



Tennessee STS GIS, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE PHYSICAL DEVELOPMENT PLAN OF THE CITY OF MANCHESTER APPLICABLE TO PROPERTY ON OAKDALE STREET (TAX MAP 086 PARCEL 020.00)

WHEREAS, the Board of Mayor and Aldermen of the City of Manchester, Tennessee adopted a Physical Development Plan as contemplated by T.C.A. 13-4-202; and

WHEREAS the Board of Mayor and Aldermen of the City of Manchester gave notice in a newspaper of general circulation in the City that it would hold a public hearing to address an amendment to the Physical Development Plan to incorporate the changes as identified above; and the attached, and

WHEREAS the Board of Mayor and Aldermen held a public hearing on this change in the Physical Development Plan on January 6, 2026; and

WHEREAS, after considering the statements made at the public hearing, the Board of Mayor and Aldermen believe this change to be in the best interest of the City.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the current Land Use Plan (Physical Development Plan) be updated as amended to reclassify certain property owned by Curl Properties, LLC, located on Oakdale St. and described below, from high density residential to low density residential:

Tax Map 086 Parcel 020.00

Beginning at an old iron pin lying 38.3 feet off the center line of Oakdale Street, also being the northeast corner of the property described herein; thence along Jernigan's boundary, parallel to an existing gravel driveway South 07 degrees 25 minutes 20 seconds West 403.74 feet to an old iron pin found at a corner post; thence North 89 degrees 00 minutes 43 seconds West 1656.63 feet to a new iron pin set; thence with a new dividing line North 00 degrees 10 minutes 09 seconds West 402.77 feet to a new iron pin set; thence with a wire fence North 89 degrees 27 minutes 39 seconds East 45.75 feet to a metal fence post; thence South 89 degrees 42 minutes 52 seconds East 144.89 feet to a 14-inch white oak; thence South 89

degrees 08 minutes 04 seconds East 369.28 feet to a wooden post; thence South 88 degrees 52 minutes 09 seconds East 82.38 feet to an iron pin; thence with Ray's boundary South 08 degrees 34 minutes 52 seconds West 100.00 feet to an old iron pin found; thence south 88 degrees 58 minutes 50 seconds East 200.34 feet to an iron pin at a metal fence post; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin; thence crossing Kingsway Lane North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron found at a fence corner post; thence South 8 degrees 19 minutes 43 seconds East 403.01 feet to a wooden fence post; thence South 8 degrees 50 minutes 36 seconds East 269.67 feet to the point of beginning and containing 15.01 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388, on May 3, 2019.

Being the same property conveyed to Curl Properties, LLC, by Warranty Deed from David and wife, Bambi Jernigan, dated February 12, 2021, and recorded February 17, 2021, of record in Book W409, page 664, Register's Office of Coffee County, Tennessee.

INCLUDED IN THE ABOVE DESCRIPTION BUT EXCLUDED FROM THIS REQUEST IS THE FOLLOWING:

Beginning at a new iron pin set being the southeast corner of Montes, thence along a new division line of Jernigan South 00 degrees 42 minutes 31 seconds East 94.67 feet to a new iron pin set; thence North 88 degrees 58 minutes 50 seconds West 705.73 feet to an old iron pin found; thence North 08 degrees 22 minutes 38 seconds East 100.12 feet to an old iron pin found; thence North 89 degrees 56 minutes 02 seconds East 51.67 feet to a wooden corner post; thence South 88 degrees 49 minutes 04 seconds East 143.43 feet to an angle iron; thence South 88 degrees 19 minutes 43 seconds East 403.01 feet to a wooden post; thence South 88 degrees 34 minutes 12 seconds East 91.99 feet to the point of beginning and containing 1.57 acres, according to a survey prepared by Chris Bateman, R.L.S. #1851, 521 Woosley Road, Tullahoma, TN 37388 on August 24, 2019.

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage and public hearing, the public welfare of the City of Manchester, Tennessee requiring it and that all ordinances in conflict be repealed to the extent of this conflict.

This ordinance is presented and passed with the negative recommendation of the Manchester Regional Planning Commission obtained at its meeting November 17, 2025.

PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2026

Joey Hobbs, Mayor

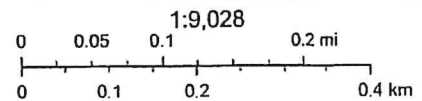
ATTEST: _____
Anthony Burrows, Finance Director

Coffee County - Parcel: 086 020.00



Date: August 8, 2025

County: COFFEE
Owner: CURL PROPERTIES LLC
Address: OAKDALE ST
Parcel ID: 086 020.00
Deeded Acreage: 0
Calculated Acreage: 12.44
Vexcel Imagery Date: 2023








State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG), Esri Community Maps Contributors, OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law

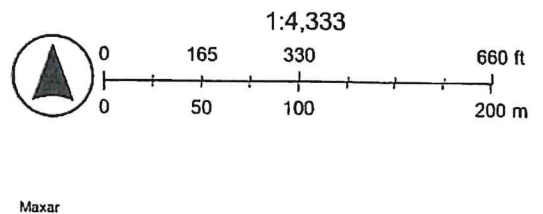
ArcGIS Web Map



6/30/2025, 1:19:02 PM

-  Coffee Parcels
-  Coffee Addresses
-  Coffee UGB
- MANCHESTER**
-  Manchester City Limit
-  World Imagery

- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1.2m Resolution Metadata



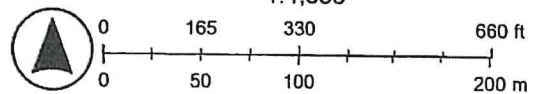
landuse



6/30/2025, 1:20:24 PM

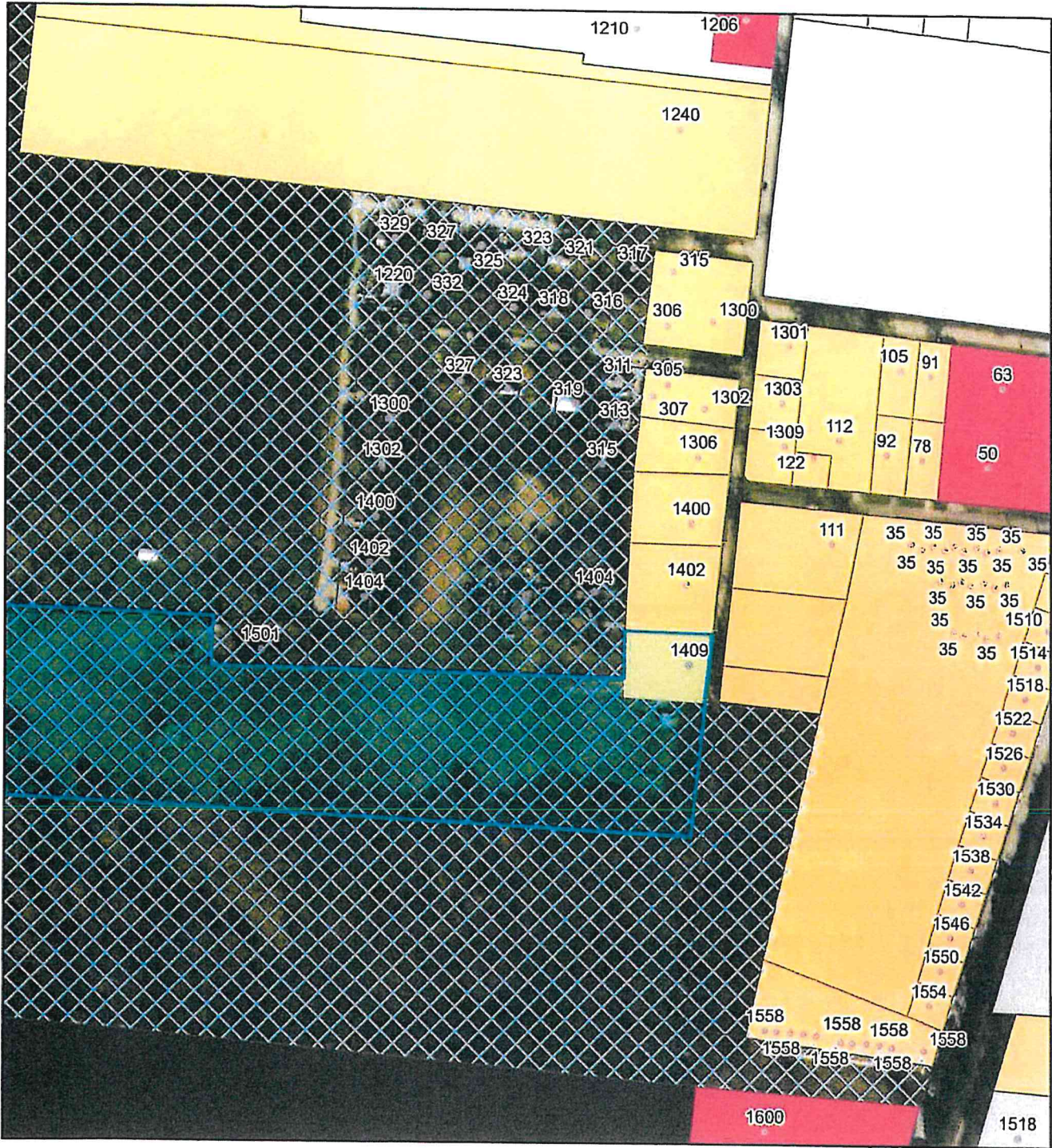
- Coffee Parcels
- Coffee Addresses
- Coffee UGB
- MANCHESTER
- Manchester Landuse
- Commercial, Central and General Neighborhood
- Residential Low Density / Single Family Duplexes
- Residential High Density Multi-Family

- High Density Mobile Home
- Manchester City Limit
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1.2m Resolution Metadata



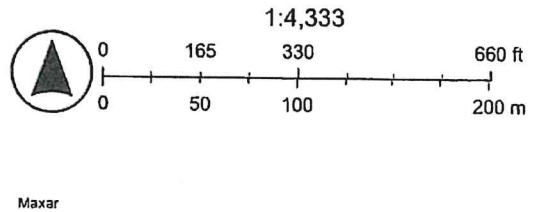
Maxar

Zoning



6/30/2025, 1:25:19 PM

- Coffee Parcels
- R-4
- Coffee Addresses
- Manchester City Limit
- Coffee UGB
- MANCHESTER
- Manchester Zoning
- C-3
- I-1
- I-2
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 1.2m Resolution Metadata



ORDINANCE NO. _____

**AN ORDINANCE TO AMEND MANCHESTER MUNICIPAL CODE 2-301 ET. SEQ.,
TO CREATE A DEPARTMENT OF TOURISM AND ADVISORY BOARD**

WHEREAS Manchester Municipal Code 2-301 et. seq. currently establishes the rules governing the meetings and organization of the Tourist and Community Development Commission and for the conduct of the meetings of said Commission; and,

WHEREAS the Board of Mayor and Alderman feel it appropriate to amend the current structure established in said code chapter, and establish a Department of Tourism and advisory board, to further the conduct of orderly and efficient promotion of tourism, to conduct the operations of the Event Center, and believe these additions are prudent for the efficiency of government.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that Manchester Municipal Code 2-301 et. seq. be deleted in its entirety and the following provisions enacted in its place as follows:

“CHAPTER 3

DEPARTMENT OF TOURISM AND ADVISORY BOARD

SECTION

- 2-301. Department established.
- 2-302. Purpose.
- 2-303. Funding.
- 2-304. Citizen's advisory board.
- 2-305. Function of citizen’s advisory board.
- 2-306. Appointment of executive director.
- 2-307. Fiscal and budgetary requirements.

2-301. Department established. There is hereby established a Department of Tourism for the purpose of promoting tourism and convention business within the corporate limits of Manchester, Tennessee and to manage the Manchester Event Center.

2-302. Purpose. The Department of Tourism shall plan to conduct programs of information and publicity designed to attract to the city, tourists, visitors, and other interested persons from outside of the corporate limits, and to also encourage and coordinate the efforts of other public and private organizations or groups of citizens to publicize the facilities and attractions of the area for the same purpose. The department shall also oversee and operate the event center and welcome centers of the city.

2-303. Funding. The department shall be funded by the following sources of revenue:

(1) From the Hotel/Motel Tax Fund. 100 percent of the Hotel/Motel Tax.

(2) Revenues derived from the event center operations and other revenues generated by department operations.

(3) Such other funds or appropriations as may be budgeted by the board of mayor and aldermen.

2-304. Citizen's advisory board. (1) There is hereby established a citizen's advisory board for the department of tourism. The board shall be comprised of 7 voting members as set out below. The board shall consist of people from the following segments of the community:

- City Aldermen
- City Aldermen
- Lodging facilities
- Restaurants
- Retail
- At-large
- At-large
- City Mayor (ex-officio)

- Chamber of Commerce Executive Director or his/her designee (ex-officio)
- Tourism Executive Director (ex officio)

(2) Terms of office. The two city alderman members of the citizens advisory board shall serve two (2) year terms which shall be staggered. At their initial appointment, one city alderman appointee shall be given a one-year term, and the second city alderman appointee shall be given a two-year term. Thereafter, all city alderman appointees shall have two-year terms. The two at-large members of the Board shall have their first term be one year, and the other three members shall be two-year appointments. Thereafter all five members of the board which represent various segments of the community shall have two-year terms.

(4) Appointment process. The Board of Mayor and Aldermen of the City of Manchester shall confirm the appointment by the mayor of the two city Alderman members and the 5 voting members of the board representing the various segments of the economy as set out above. Following submittal of the mayor's appointments to the Board of Mayor and Alderman on or by January 15th of each year, the Board of Mayor and Aldermen shall, at their next regularly scheduled board meeting, consider the mayor's appointments to the board. If any recommended appointee shall not receive confirmation of the Board of Mayor and Aldermen, the mayor shall make further appointments to the Board of Mayor and Aldermen. If a successful confirmation has not been made after three nominations from the mayor, the mayor will then appoint someone from that segment of the community to the board without further action required.

(5) Board attendance policy. Members of the citizens advisory board shall be required to attend at least sixty percent (60%) of the regularly scheduled meetings of the board. Any member not attending sixty percent (60%) of the regular board meetings in the year following first appointment and annually thereafter shall be removed from the board unless waived if there are extenuating circumstances as determined by a vote of the citizen's advisory board. Prior to the expulsion of any member, a notice must be sent to a member advising of the possibility of expulsion if additional meetings are

missed. No meeting of the Advisory Board shall be held unless four voting members are present, which shall be deemed to create a quorum.

2-305. Function of citizens advisory board. The role and function of the advisory board shall be advisory in nature, providing guidance and recommendations to the Board of Mayor and Aldermen and the Executive Director of Tourism, relating to the development of the operational policy for the Department of Tourism, and the expenditure for any and all funds appropriated for use by the department including, but not limited to, any advertising budgets established in conjunction with the public or private sector. The board shall meet upon call, or at a regularly scheduled place and time and shall advise and assist the Department of Tourism in the formulation of goals, budgetary guidelines, marketing plans and other such policies as are necessary to best serve the citizens of the City of Manchester. The board shall annually elect a chairman, vice-chairman and a secretary, maintain accurate minutes of each and every meeting, and otherwise comply with the laws of this state in regard to providing adequate notice and publication of each meeting. The advisory board, may from time to time, adopt such bylaws, as it may consider advisable, as long as it doesn't conflict with established law.

2-306. Appointment of executive director. The city mayor shall recommend an executive director as the administrative head of the Department of Tourism to be approved by the Board of Mayor and Alderman. The salary, benefits and job description for the executive director shall be fixed by the Board of Mayor and Aldermen.

2-307. Fiscal and budgetary requirements. The Department of Tourism shall present an annual budget, and any and all expenditures shall be made in accordance with the established budget, and otherwise in the same manner and under the same guidelines provided for in the city charter. The executive director and the Department of Tourism citizens advisory board shall prepare and submit to the city finance director an administrative budget and, in addition thereto, are authorized to budget separately any special advertising or promotional budget designed for specific purposes for the city. “

BE IT FURTHER ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that this ordinance shall take effect on and after its publication and passage, the public welfare of the City of Manchester, Tennessee requiring it.

PASSED FIRST READING: _____, 2025

PASSED SECOND AND FINAL READING: _____, 2025

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

Job Title: Evidence Custodian

Department: Police Department

Reports To: Chief Investigator / Evidence Supervisor

FLSA Status: Non-Exempt

Position Summary:

The Evidence Custodian is responsible for the intake, storage, documentation, security, and disposition of all physical and digital evidence submitted to the Manchester Police Department. This includes managing body-worn camera (BWC) footage, in-car video, surveillance video, digital files, and forensic data. The position ensures evidence integrity, chain of custody, and compliance with department policies, state law, and court requirements.

Essential Duties and Responsibilities:

Evidence Intake:

- Receive and log all physical and digital evidence, including Body worn Camera (BWC) footage, in-car video, mobile device extractions, photos, audio recordings, and electronic uploads.
- Verify proper labeling, packaging, and documentation for all submitted items.
- Assign tracking numbers and enter all information into the evidence management system.
- Import or transfer body worn camera (BWC) and in-car video footage into approved evidence platforms and ensure proper retention categories are applied.

Digital Evidence Management:

- Manage all digital evidence repositories, including BWC systems, in-car video systems, digital drop portals, forensic software outputs, and secure servers.
- Download, export, and prepare videos or digital files for investigators, prosecutors, and authorized personnel.
- Create copies of digital evidence—such as video files—onto thumb drives or other approved media for the District Attorney’s Office.
- Perform video redactions when required, including blurring faces, removing sensitive audio, and editing restricted content according to legal and departmental standards.
- Maintain digital audit trails to ensure chain-of-custody integrity for all electronic files.

Evidence Storage and Security:

- Store physical evidence in secure, access-controlled locations and digital evidence in approved, access-restricted systems.
- Maintain strict chain of custody at all times.
- Conduct regular audits of both physical property and digital systems to ensure compliance and accountability.
- Follow all safety, legal, and cybersecurity protocols for biological, hazardous, and digital materials.

Court Preparation:

- Locate, organize, and prepare both physical and digital evidence for court, including digital exports, video clips, or audio files.
- Release evidence to authorized legal personnel while documenting all transfers.
- Prepare BWC footage, in-car video, and other digital media in court-compatible formats.
- Testify as needed regarding handling, storage, and chain of custody.

Evidence Disposition and Destruction:

- Review completed cases for authorization to dispose of physical and digital evidence.
- Coordinate lawful return of property to owners when permitted.
- Perform and document destruction of evidence, including secure digital deletion or wiping of video files, digital media, and electronic records.
- Maintain accurate destruction logs for compliance and audit purposes.

Administrative Duties:

- Maintain detailed records, reports, and databases for all evidence types.
- Update and maintain policies regarding evidence handling, digital evidence procedures, and retention schedules.
- Assist with internal and external audits, inspections, and compliance checks.

Qualifications:

- High school diploma or GED required; Associate's in Criminal Justice or related field preferred.
- Experience handling physical or digital evidence in a law-enforcement environment preferred.
- Knowledge of criminal justice procedures, chain-of-custody requirements, and evidence handling laws.
- Familiarity with BWC systems, in-car video systems, and digital forensics platforms.

- Ability to redact video and audio files using approved software tools.
 - High attention to detail, strong record-keeping skills, and ability to maintain confidentiality.
 - Proficiency with evidence management software and general computer applications.
-

Physical Requirements:

- Ability to lift and handle evidence up to approximately 50 pounds.
 - Periods of standing, bending, and walking.
 - Occasional exposure to hazardous materials, biohazards, weapons, or digital equipment.
 - Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions
-

Work Environment:

Work occurs in a secure evidence facility, digital evidence management workspace, and occasionally in court or authorized storage sites.

Job Description

Position Title: Water Utility Billing Customer Service Coordinator

Department: Water and Sewer Maintenance & Construction

Reports To: Superintendent/Supervisor/Manager/Director

FLSA Status: Non-Exempt

Date Approved by BOMA:

Position Summary

The **Water Utility Billing Customer Service Coordinator** oversees daily customer service operations related to water and wastewater billing activities. This role serves as a technical and administrative resource for customer service staff, coordinates billing workflows, ensures accuracy and timeliness in utility billing cycles, and handles complex customer account issues. The coordinator works closely with field operations, meter services, finance, and management to support an efficient customer service environment and deliver high-quality service to the community.

Key Responsibilities

Customer Service Coordination

- Serve as the primary point of contact for escalated or complex customer inquiries regarding billing disputes, meter issues, high-usage complaints, service interruptions, and account discrepancies.
- Provide guidance to customer service representatives, including coaching, training, and quality review of customer interactions and account documentation.
- Assist in developing customer communication templates, scripts, FAQs, and informational materials related to billing processes, rate changes, and service policies.

Billing Operations Oversight

- Coordinate the full billing cycle, ensuring accurate meter reads, consumption data validation, billing adjustments, and on-time bill generation.
- Review and approve account adjustments, fee reversals, service orders, and high-usage investigations in accordance with utility policies.

- Monitor billing reports for exceptions, anomalies, and missing data; coordinate with meter services or IT to resolve issues.
- Assist in setting up new rates, seasonal charges, or fee changes in the billing system, with oversight from management.

Service Order & Field Team Coordination

- Oversee the creation, routing, and completion of service orders for meter re-reads, repairs, inspections, resets, turn-ons/off, and leak checks.
- Collaborate with field crews to prioritize work, resolve customer issues efficiently, and verify service order outcomes.
- Track service order backlogs, turnaround times, and recurring field issues; recommend process improvements.

Payment & Collections Support

- Oversee escalated collection cases, including disputed shutoffs, payment plan exceptions, returned checks, and delinquency inquiries.
- Review and approve payment arrangements or financial hardship exceptions where authorized.
- Ensure compliance with state regulations, city ordinances, and utility policies related to shutoff procedures and payment processing.

Data Management & Reporting

- Maintain high standards of data accuracy within the Customer Information System (CIS).
- Prepare reports on customer service metrics, billing cycle performance, delinquencies, adjustments, and workload trends.
- Analyze usage patterns, recurring customer issues, and billing errors to identify opportunities for improvement.

Policy, Compliance & Process Improvement

- Ensure adherence to utility rules, state regulatory requirements, internal controls, and audit standards.
- Participate in developing or updating departmental policies, SOPs, and training materials.

- Recommend improvements to service delivery, billing accuracy, and workflow efficiency, collaborating with supervisors and managers.

Team Leadership & Support

- Support onboarding, training, and ongoing development of customer service staff.
 - Provide cross-coverage for customer service representatives during busy periods or absences.
 - Act as a liaison between customer service, billing, finance, meter operations, and IT to resolve cross-departmental issues.
-

Qualifications

Education & Experience

- High school diploma or equivalent required; associate or bachelor's degree in business, public administration, accounting, or related field preferred.
- 3–5 years of experience in utility billing, municipal customer service, or a high-volume billing environment.
- Experience with CIS or utility billing software (e.g., Munis, CIS Infinity, Tyler, Banner) highly desirable.
- Prior experience in a lead or coordinator role preferred.

Knowledge, Skills & Abilities

- Strong understanding of water utility billing principles, rate structures, meter reading processes, and consumption analysis.
- Excellent customer service and interpersonal skills, with the ability to de-escalate and resolve complex situations.
- Proficiency with billing systems, CRM tools, Microsoft Office Suite, and data entry operations.
- Advanced problem-solving and analytical abilities; comfortable working with billing reports and usage data.
- Ability to interpret and apply utility policies, ordinances, regulations, and financial procedures.

- Strong organizational skills, time management, and attention to detail.
 - Ability to work collaboratively across departments and guide team members.
-

Working Conditions

- Standard office environment with frequent computer and phone use.
 - Occasional extended hours during billing cycles, system upgrades, or utility emergencies.
 - Some in-person customer interaction at a service counter or administrative office.
-

Physical Requirements

- Ability to sit for extended periods, operate standard office equipment, and lift up to 20 lbs. as needed for records or materials.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

City of Manchester
Recreation Administrative Coordinator
Job Description

Job Title: Recreation Administrative Coordinator
Department: Parks and Recreation
Reports To: Recreation Director
FLSA Status: Non-Exempt
Prepared By: Tina Warren
Prepared Date: 11/21/2025
Approved By:
Approved Date:

SUMMARY

The Administrative Coordinator works under the supervision of the Parks and Recreation Director. This position is responsible for a wide variety of administrative tasks that ensure the smooth and efficient operation of the department. This role involves managing daily deposits, purchasing, order management, and maintaining Recreation Center memberships. The coordinator also oversees front desk staff, membership audits, manages social media and the department's website, and supports HR functions, including compiling applications and issuing keys, badges, and passcodes.

ESSENTIAL FUNCTIONS

- Oversee daily financial deposits, maintaining accurate record of all transactions.
- Oversee purchasing and inventory management. Ensure timely and cost-effective procurement of supplies and equipment.
- Maintain organized and up-to-date filing systems and ensure all records are easily accessible and securely stored.
- Manage Recreation Center Memberships, assist patrons with enrollment and changes.
- Conduct regular audits of memberships to ensure accuracy and compliance, address discrepancies and resolve issues when needed.
- Create and schedule content for the department's social media platforms, engage with the community and respond to inquiries and feedback.
- Maintain and update the department's website with current information, ensure the website is user-friendly and visually appealing.
- Compile and organize job applications, assist with the hiring process, including scheduling interviews and communicating with candidates.
- Issue and track keys, badges, and passcodes for employees and authorized personnel. Ensure security protocols are followed.
- Occasional evening or weekend work may be required.
- Supervise and support front desk attendants.
- Assist with employee work schedules.

- Other duties as assigned by Recreation Department Director.

NON- ESSENTIAL FUNCTIONS

- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Previous administration experience, preferably in a similar role.
- Proficiency in Microsoft Office Suite.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- High School diploma or GED required.
- Experience in cashiering, clerical work and data entry required.
- Experience in customer service required.
- Any combination of experience and training that provides the required knowledge, skills and abilities.

Physical Requirements - Physical demand requirements are at levels for those of sedentary work. Must be able to lift and/or carry weights of five to ten pounds and occasionally up to forty pounds; occasional bending, kneeling, stooping and reaching above shoulder level; manual dexterity in the use of fingers, limbs or body to operate office equipment; may involve extended periods of sitting at a keyboard. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Sensory Requirements - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of sound.

City of Manchester

Groundskeeper

Job Description

Job Title: Groundskeeper
Department: Parks and Recreation
Reports To: Athletics Coordinator
FLSA Status: Non-Exempt / Part-Time
Prepared By: Tina Warren
Prepared Date: 11/21/2025
Approved By:
Approved Date:

SUMMARY

The Groundskeeper maintains outdoor areas by performing duties like mowing lawns, trimming shrubs, planting flowers, and removing litter. They are also responsible for basic maintenance, such as repairing irrigation systems, spreading mulch, and applying fertilizers and pesticides, while following safety guidelines and operating various tools and equipment.

ESSENTIAL FUNCTIONS

- Lawn care: Mow, edge, fertilize, and water lawns and ball fields to ensure a healthy appearance.
- Plant and garden maintenance: Trim hedges and small trees and weed and mulch landscape beds.
- Pest and disease control: Apply pesticides, herbicides, and other treatments to manage pests and diseases.
- Tool and equipment operation: Safely operate and maintain a variety of hand tools and power equipment, such as shovels, mowers, trimmers, and trucks.
- Seasonal tasks: Perform seasonal duties like spreading mulch and clearing snow from walkways.
- Safety and compliance: Follow all safety guidelines and procedures, which may include wearing appropriate safety gear.
- Maintain ball fields, including lining and clay repair.
- Assisting with cleaning and upkeep of concession stands and restrooms.
- Opening parks, including unlocking gates and doors.
- Working weekends is required.
- Other duties as assigned by the Athletics Coordinator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Physical stamina and ability to work outdoors in various weather conditions.
- Manual dexterity and ability to use hand and power tools.
- Basic knowledge of fertilizers and pesticides.
- Strong communication and teamwork skills.

EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS

- High School diploma or GED required.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

- Works outdoors in various weather conditions.
- May involve working alone, with a small team, or with a large crew.
- Involves physically demanding tasks like standing for long periods, bending, and lifting.
- The environment can be dirty, involving soil, plants, and potentially messy conditions.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.